醫院管理局
HOSPITAL AUTHORITY

Public Private Interface (PPI) System
User Guide
for
Hospital Authority Medical Record Officers

Revision 1.14

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ISS / IS1 Team
Information Technology Division
06 Dec 2011

Amendment Log

Ref.	Version No.	Date of Amendment	Prepared by	Description
	1.0	21 Mar 2006	IS1 team, ITD, HA	New document.
	1.1	19 Dec 2006	IS1 team, ITD, HA	UI enhancement of Quick Access and Next Patient Button
	1.2	26 Feb 2007	IS1 team, ITD, HA	UI Enhancement of Logon Page
	1.3	31 Jul 2008	IS1 team, ITD, HA	Add Vetting and Reporting Function
	1.4	24 Oct 2008	IS1 team, ITD, HA	Online activation
	1.5	4 Feb 2009	IS1 team, ITD, HA	Address Searching function in User Account Management
	1.6	29 June 2009	IS6 team, ITD, HA	Direct link access between ePR and PPI (PCP & Cataract)
	1.7	30 June 2009	IS6 team, ITD, HA	System Requirement and Installation Guide
	1.8	7 Oct 2009	IS6 team, ITD, HA	Change eHealth Logo
	1.9	2 Mar 2010	IS6 team, ITD, HA	Updated Section 3.5 for HD PPP and PEP
	1.10	6 Jul 2010	AI3 team, ITD, HA	Updated Section 3.5 for SCP
	1.11	24 Aug 2010	AI3 team, ITD, HA	Updated Section 2 for System Requirement and Installation Guide Updated Section 5.1 for Smart ID Enrollment
	1.12	27 Oct 2010	AI3 team, ITD, HA	Add Section 5.1.5 for Reprint Consent Form function and Section 7.2.4 Report of no. of fax page received
	1.13	22 Jun 2011	AI3 team, ITD, HA	Add Section 3.7 and Update Section 3.4 & 4
	1.14	06 Dec 2011	AI3 team, ITD, HA	Update Section5.1.2 & 5.1.3 for Patient Enrolment with Authorized Person

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1.Introduction

The Public Private Interface / electronic Patient Record Sharing Pilot System (PPI-ePR) is a web-based application aiming at improving the sharing of patient's clinical information between public and private healthcare providers to facilitate a seamless and better quality healthcare environment for patients upon patient's consent.

The Hospital Authority (HA), being the largest healthcare provider in Hong Kong, has collected clinical data on patients under its care through its integrated clinical information system over the past years and established a patient-centered, lifelong longitudinal clinical data repository, namely the electronic-Patient Record (ePR).

A pilot for this collaborative project is to be launched by 1Q 2006, in which HA will share the ePR of patients who are under the care of selected private healthcare providers upon patients' consent. Through this pilot run, it aims to establish & assess the logistics involved, and to determine the key success criteria and identify critical components for the provision of a community-wide health information portal in the future.

1.1 About this manual

This manual aims at providing users with a quick and working reference of the PPI-ePR system and includes the following 4 sections:

1. System Requirement & Installation Guide
   This section describes the hardware & software requirement and the setup procedure before accessing the PPI-ePR system.

2. Security Information and Guide to User Login
   This section describes the security features of the system and how to use security token to login to the PPI-ePR system.

3. Guide to use the functions provided by PPI-ePR
   This section describes the various functions provided by the PPI-ePR system.

1.2 Where to Get Help

If you require help with the use of the PPI-ePR system, please contact the system administrator of your hospital. If you do not have a system administrator, please contact the Hospital Authority PPI-ePR Program Office on 2300-6654, or via email to the following addresses:

Internet: ppi.epr@ha.org.hk
Intranet: HO PPI-ePR Program Office (hopsoppiepr@ho.ha.org.hk)

2.System Requirement and Installation Guide

The minimum hardware and software requirement for your computer system to access the PPI system is described below.

2.1 Hardware Requirement

- IBM Compatible PC (Pentium and above) with a minimum of 256 MB RAM, or
- Intel-based Mac (either desktop or laptop) with a minimum of 1GB RAM
- Broadband Internet access

2.2 Software Requirement

For Microsoft Windows:

- Microsoft Windows 2000 with SP4 or above OR Windows XP with SP1 or above OR Windows Vista
- One of the following web browser installed:
    - Microsoft Internet Explorer version 6 with SP1 or above Microsoft Internet Explorer version 7
    - Mozilla Firefox 3.x
- Adobe Acrobat Reader Version 5.0 or above. You can download a free copy of the current version of Adobe Acrobat Reader at http://www.adobe.com/

For Mac:

- MacOS X 10.4 (Tiger) or 10.5 (Leopard)
- Web browser: Safari 3.x
- Adobe Acrobat Reader for Mac version 8 or above. You can download a free copy of the current version of Adobe Acrobat Reader at http://www.adobe.com/

Note that Primary Care Profile (PCP) can only run on Internet Explorer version 6/7 under current implementation.

Browser-Applications support matrix:

	Internet Explorer 6/7	Firefox 3.x	Safari 3.x on Mac
ePR	✓	✓	✓
Primary Care Profile (PCP)	✓	×	×
Cataract Profile	✓	✓	✓
Haemodialysis Public-Private Partnership Programme (HDPPP)	✓	✓	✓
Patient Empowerment Profile	✓	✓	✓

Shared Care Profile (SCP)	✓ (IE7 only)	✓	✓

2.3 System Configuration

Before you access the PPI system, you should configure your computer as specified below.

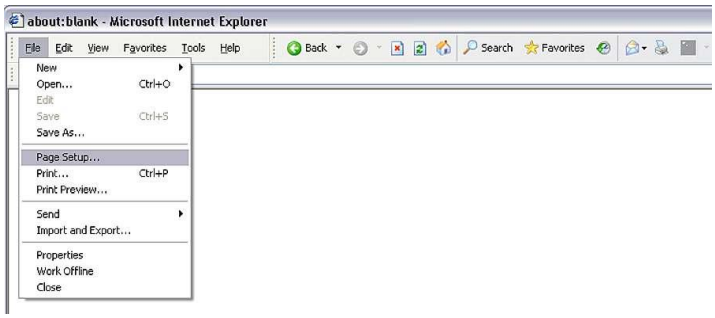
2.3.1 Printing

If you need to print reports or letters through the system, please set up your web browser as follows:

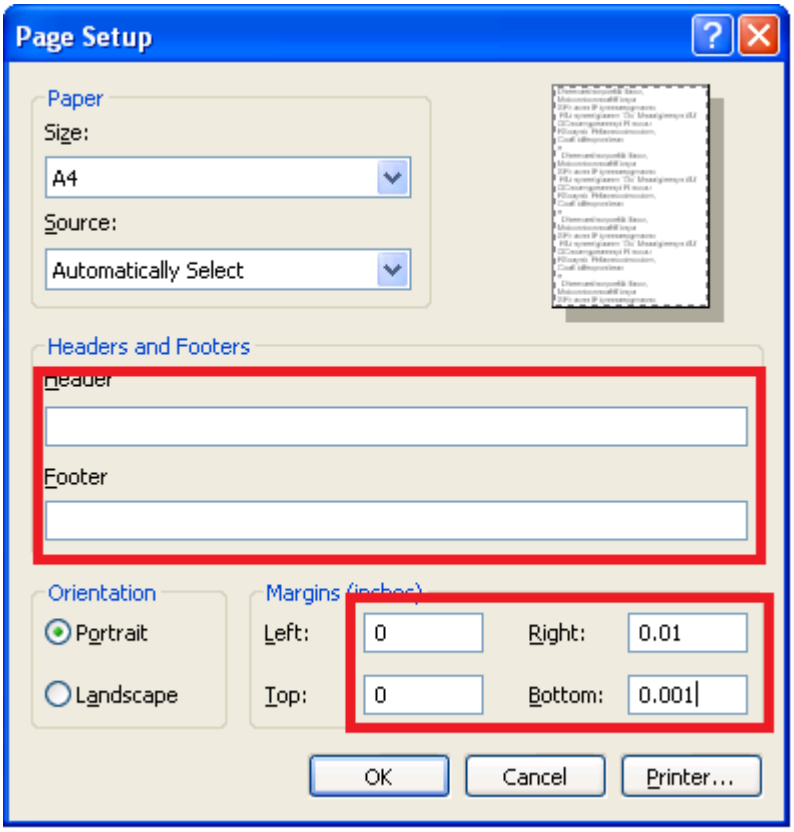
Microsoft Internet Explorer

1. Open your Internet Explorer.

2. Click <File>, and then <Page Setup>.



3. Clear the contents in the <Header> and <Footer> sections and set margin to zero as below.

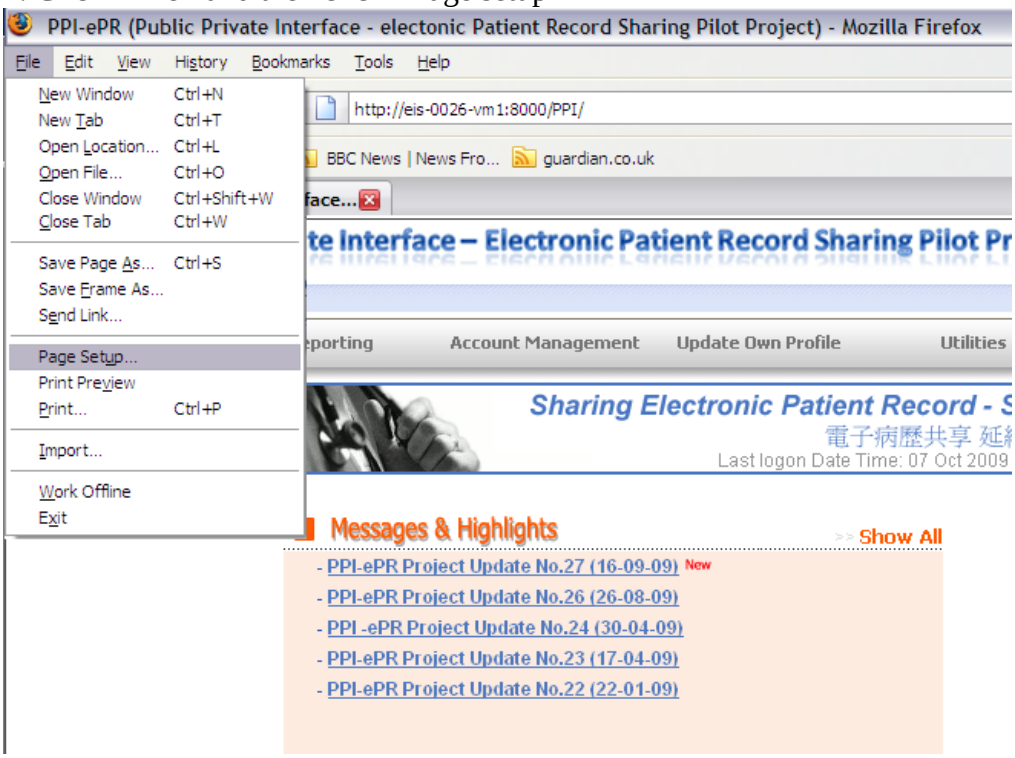


4. Click <OK> button to save the changes.

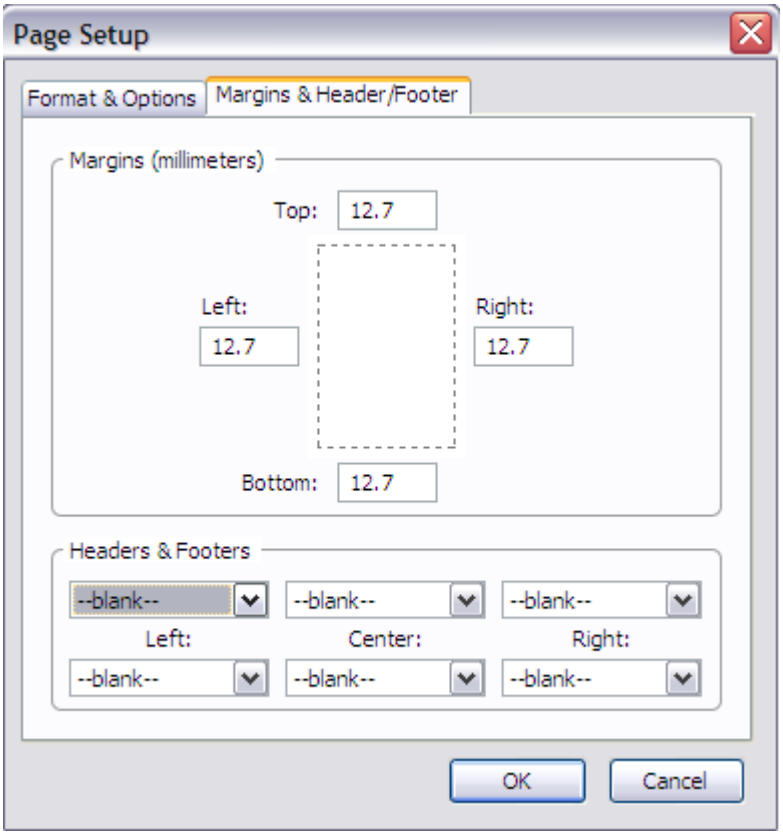
Mozilla Firefox

1. Open your Firefox browser

2. Click <File> and then click <Page setup>

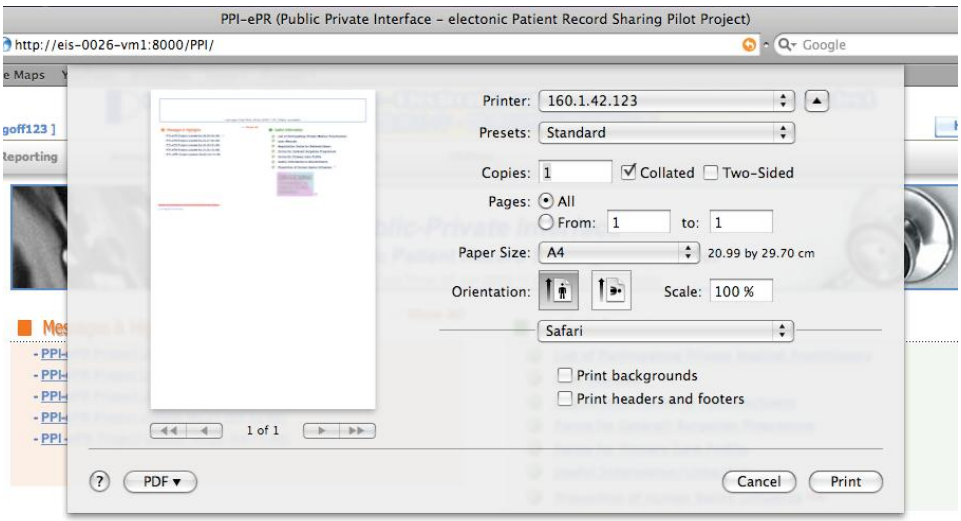


3. Set all headers and footers to "-blank-":



Safari (for MacOS X)

Uncheck the <Print headers and footers> option every time when you print a document in Safari.



3.Security Information and Guide to User Login

3.1 General Security Information

3.1.1 Access Control

Access to the different functions in the PPI-ePR system is granted based on the job duties of each user. If you think that your type and level of access in the PPI-ePR system do not match your responsibilities, please contact your PPI-ePR system administrator or the Hospital Authority PPI-ePR Program Office.

3.1.2 User Account

You are assigned a unique User ID (Login ID) when granted access to the PPI-ePR system for your sole and personal use only.
For HA users, you are required to login to the system using the correct User ID and Password.
For non-HA users, a Security Token is also provided and you are required to login to the system using the correct User ID, Password and the Security Code as displayed on the Security Token at the time of logging in.

Under current arrangement, enrolled users of the PPI-ePR system and also the eHealth System of the Hong Kong Government's Healthcare Voucher Scheme, can opt to use the same security token for both systems.

Access to the system is restricted to authorised users only and you must not share your User ID, Password and Token to others. Please refer to the 'IT Security Guide for the PPI-ePR Project' for good security practices. A copy of which has been distributed to you when your account was created or you can download a copy from the PPI-ePR web site.

3.1.3 Activity Logging

The PPI-ePR system logs every user activity (e.g. accessing patient's clinical data, create an account) in the system automatically for audit purposes. The logged information includes the access date/time, User ID, type of transaction, the record and data fields accessed, and if any data is changed, the before and after image of the change. This logging allows the system administrator to trace every action within the system to the individual user and you will be personally responsible for the actions logged with your User ID.

You should use the PPI-ePR system to perform your duties in relation to patient care and related purposes only according to the Terms and Conditions of this website. Regular audit reports on individual users' activities in the PPI-ePR system will be generated for monitoring by the system administrators at the Hospital Authority and each participating Private Hospitals.

3.1.4 Patient Consent

You are allowed to access the patients' records only when the patient has consented. Apart from the system logging, the PPI-ePR system will generate a SMS

message to the patient's mobile phone every time a patient's record is opened in the PPI-ePR system. The message contains the time and name of the user accessing his / her record so that the patient can report any unauthorised access to the Hospital Authority immediately.

3.2 System requirements on Password Maintenance

3.2.1 General Guidelines

Passwords are the principal means of authenticating the user and validating a user's authority to access the system. You are advised to adopt the following guidelines to protect your password so as to protect your own user account.

1. Keep passwords confidential. Do not disclose your password to others to prevent unauthorised access using your account.
2. Avoid keeping a paper record of passwords.
3. Change passwords whenever there is any indication of possible system or password compromise.
4. Change passwords at regular intervals (about 30 days) and avoid reusing or "cycling" old passwords
5. Avoid basing passwords on any of the following:
   - months of the year, days of the week or any other aspect of the date
   - family names, initials or car registration numbers
   - the organisation names, identifiers or references
   - telephone numbers (or similar all-numeric groups)
   - User ID, user name, group id or other system identifier
   - more than two identical characters
   - words that can be found in dictionaries

3.2.2 Mandatory requirement on Password format

The system will automatically check the format of your password when you create a new password. Passwords of the following format will be **rejected** :

- with length less than 8 characters
- with the user's User ID or HKID embedded in the password
- with 3 or more consecutive identical characters in the password
- with the word 'password' embedded
- same password as your previous password

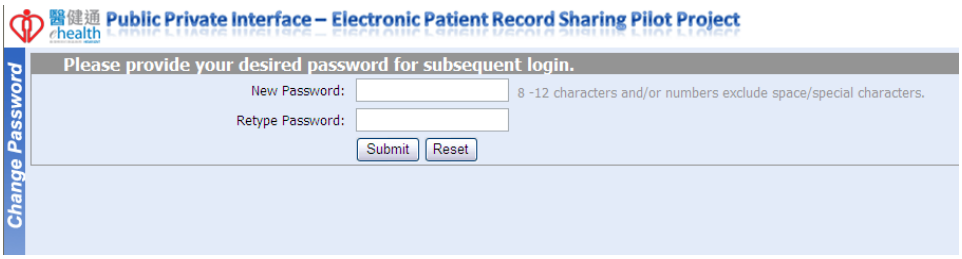
3.2.3 Password Changes

The system requires you to change your password upon successful login under the following circumstances :

- login for the first time
- login after your password has been reset
- login after your password has not been changed for a period of times

The following page will be displayed when the system requires you to change your password. You must change your password successfully before you can

proceed to other functions when this page is displayed. When you change your password, please note the mandatory requirement on the format of the password as described in section **Error! Reference source not found.**.


Public Private Interface – Electronic Patient Record Sharing Pilot Project
Change Password
Please provide your desired password for subsequent login.
New Password:
8 -12 characters and/or numbers exclude space/special characters.
Retype Password:
Submit
Reset

In addition, you can change your password any time via the Update Own Profile function in the PPI-ePR.

3.2.4 Password notification

When your account is created or when your password is reset, an e-mail from **ppi.epr.system@ha.org.hk** will be sent to you to advise you of your password. It is therefore very important that you should keep your updated e-mail address recorded in the PPI-ePR system. Your User ID will be sent to you in a separate e-mail. You should memorise your User ID and password on receipt of the e-mails and destroy them immediately. If you forget your password, you have to call your system administrator or the PPI-ePR Program Office to reset your password. Since the password is system generated and no one knows your password, it is impossible to revert your password to a previous password.

3.3 Security Token Device

A Security Token Device as shown below will be assigned to each user who has to access the PPI-ePR via the internet. This device is not required for Hospital Authority users who only access the system within the HA network.

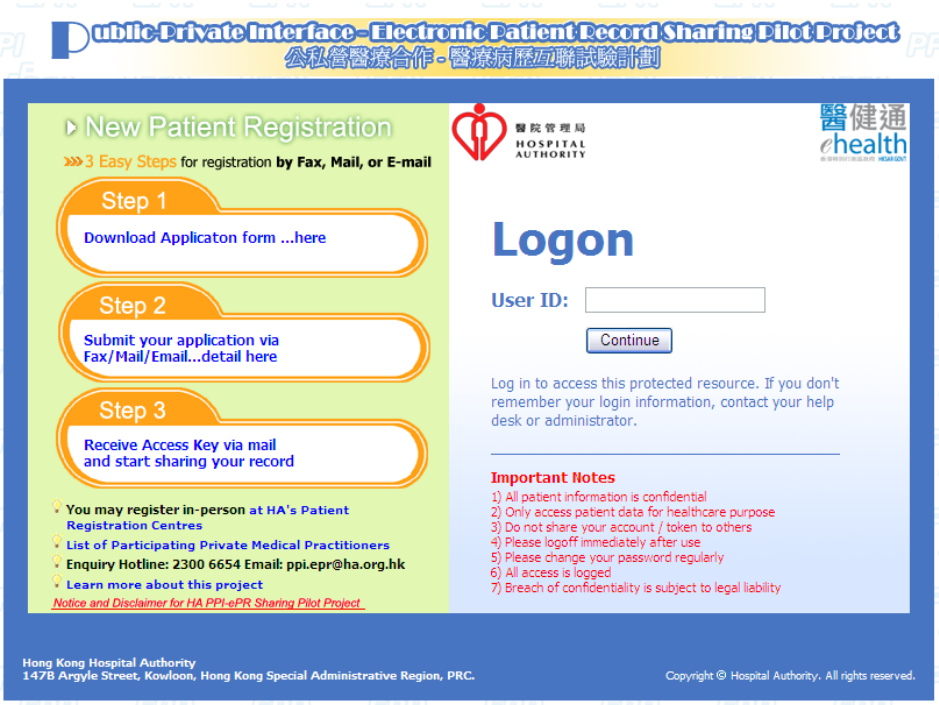
Internet users must have this token with him/her at the time of logging into the PPI-ePR system. The system requires internet users to enter the 6 digit code as displayed on the LCD screen of the Security Token device at logging in, e.g. 032848 as shown above.

The Security Code will expire within a short period of time and a new code will be displayed. You must input the Security Code as displayed on the Token at the time of logging in.

If you find any problem with your Security Token Device, please contact your system administrator or the PPI-ePR Program Office.

3.4 Login to the PPI-ePR System

1. Go to http://ppi.ha.org.hk with your web browser. The PPI logon screen will be displayed. Enter your User ID and click <Continue>.


Public-Private Interface - Electronic Patient Record Sharing Pilot Project
公私營醫療合作 - 醫療病歷互聯試驗計劃
New Patient Registration
3 Easy Steps for registration by Fax, Mail, or E-mail
Step 1
Download Applicaton form ...here
Step 2
Submit your application via Fax/Mail/Email...detail here
Step 3
Receive Access Key via mail and start sharing your record
You may register in-person at HA's Patient Registration Centres
List of Participating Private Medical Practitioners
Enquiry Hotline: 2300 6654 Email: ppi.epr@ha.org.hk
Learn more about this project
Notice and Disclaimer for HA PPI-ePR Sharing Pilot Project
HOSPITAL AUTHORITY
醫健通 ehealth
Logon
User ID:
Continue
Log in to access this protected resource. If you don't remember your login information, contact your help desk or administrator.
Important Notes
1) All patient information is confidential
2) Only access patient data for healthcare purpose
3) Do not share your account / token to others
4) Please logoff immediately after use
5) Please change your password regularly
6) All access is logged
7) Breach of confidentiality is subject to legal liability
Hong Kong Hospital Authority
147B Argyle Street, Kowloon, Hong Kong Special Administrative Region, PRC.
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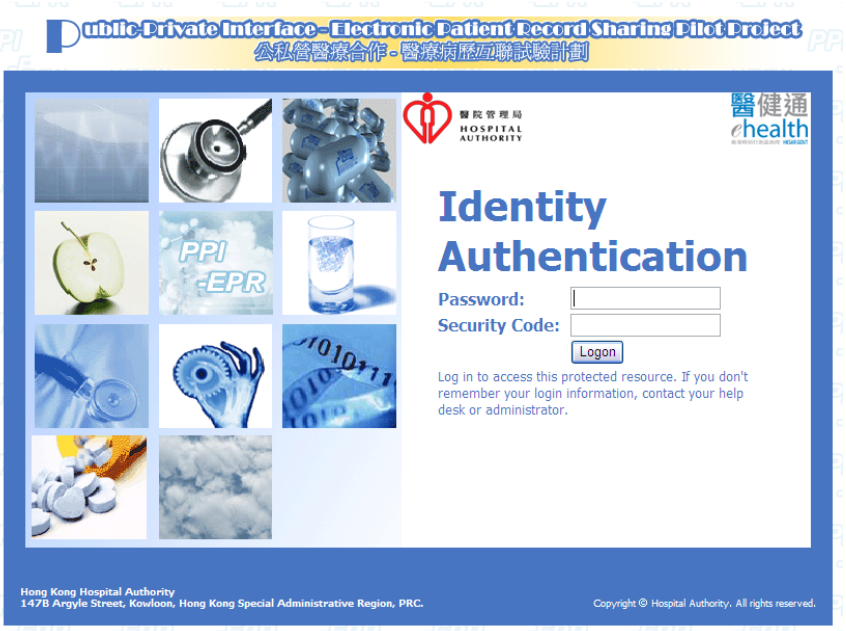
2. **For HA users**, the following page will be displayed and you are required to enter your Password. Note that the password is case-sensitive. Please ensure that you have input your password with the appropriate case and check that Caps Lock is not accidentally kept on.

Public-Private Interface - Electronic Patient Record Sharing Pilot Project
公私營醫療合作 - 醫療病歷互聯試驗計劃
HOSPITAL AUTHORITY
醫健通 ehealth
Identity Authentication
Password:
Logon
Log in to access this protected resource. If you don't remember your login information, contact your help desk or administrator.
Hong Kong Hospital Authority
147B Argyle Street, Kowloon, Hong Kong Special Administrative Region, PRC.
Copyright © Hospital Authority. All rights reserved.

3. **For non-HA users** or users accessing the system via the internet, the following page will be displayed. You are required to input both the Password and the Security Code from your Security Token Device.


Public-Private Interface - Electronic Patient Record Sharing Pilot Project
公私營醫療合作 - 醫療病歷互聯試驗計劃
HOSPITAL AUTHORITY
醫健通 ehealth
Identity Authentication
Password:
Security Code:
Logon
Log in to access this protected resource. If you don't remember your login information, contact your help desk or administrator.
PPI -EPR
Hong Kong Hospital Authority
147B Argyle Street, Kowloon, Hong Kong Special Administrative Region, PRC.
Copyright © Hospital Authority. All rights reserved.

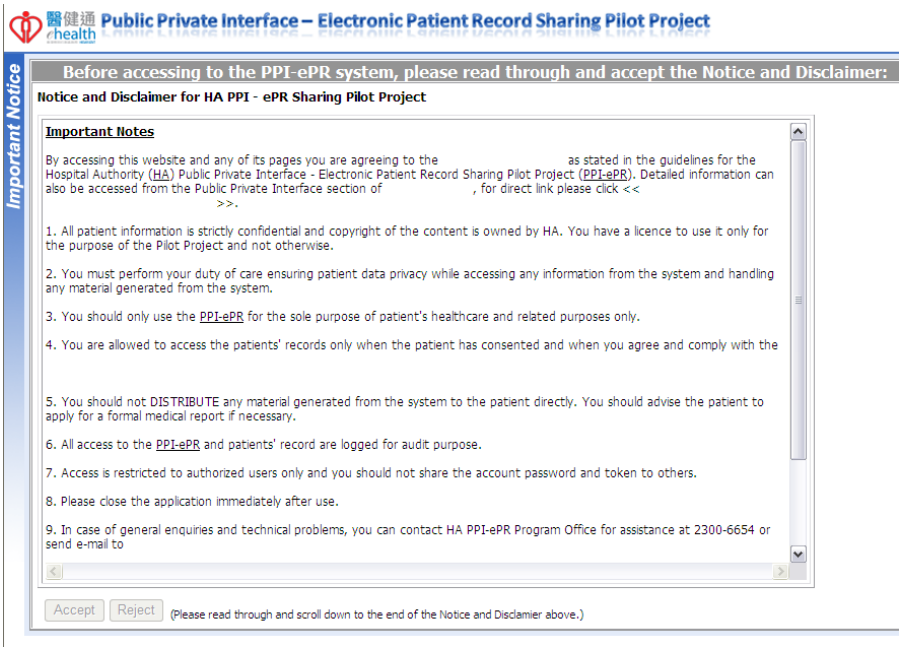
Notes :

- the password is case-sensitive. Please ensure that you have input your password with the appropriate case and check that Caps Lock is not accidentally kept on.
- if you are unsure of what is the Security Code, please refer to paragraph **Error! Reference source not found.** above on **Error! Reference source not found.**.

4. Press the <Logon> button to proceed.

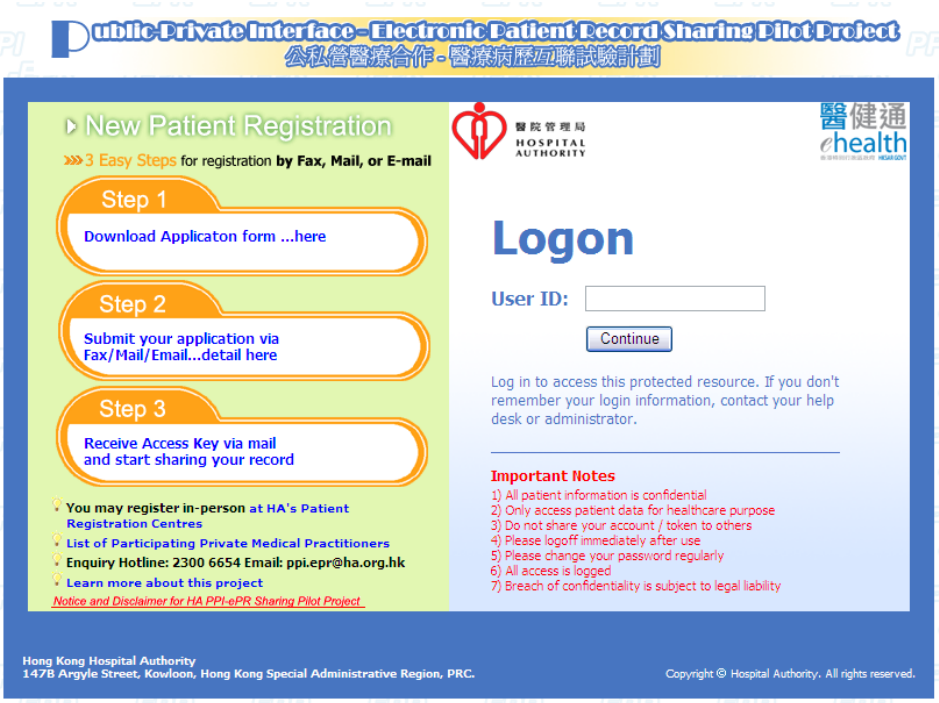
3.4.1 Login for the First Time

1. The first time when you login successfully to the system, a 'Notice and Disclaimer for HA PPI-ePR Sharing Pilot Project' will be displayed.


Public Private Interface – Electronic Patient Record Sharing Pilot Project
Important Notice
Before accessing to the PPI-ePR system, please read through and accept the Notice and Disclaimer:
Notice and Disclaimer for HA PPI - ePR Sharing Pilot Project
Important Notes
By accessing this website and any of its pages you are agreeing to the as stated in the guidelines for the Hospital Authority (HA) Public Private Interface - Electronic Patient Record Sharing Pilot Project (PPI-ePR). Detailed information can also be accessed from the Public Private Interface section of , for direct link please click <<
>>.
1. All patient information is strictly confidential and copyright of the content is owned by HA. You have a licence to use it only for the purpose of the Pilot Project and not otherwise.
2. You must perform your duty of care ensuring patient data privacy while accessing any information from the system and handling any material generated from the system.
3. You should only use the PPI-ePR for the sole purpose of patient's healthcare and related purposes only.
4. You are allowed to access the patients' records only when the patient has consented and when you agree and comply with the
5. You should not DISTRIBUTE any material generated from the system to the patient directly. You should advise the patient to apply for a formal medical report if necessary.
6. All access to the PPI-ePR and patients' record are logged for audit purpose.
7. Access is restricted to authorized users only and you should not share the account password and token to others.
8. Please close the application immediately after use.
9. In case of general enquiries and technical problems, you can contact HA PPI-ePR Program Office for assistance at 2300-6654 or send e-mail to
Accept
Reject
(Please read through and scroll down to the end of the Notice and Disclaimer above.)

2. Please read through this important notice regarding the use of the PPI-ePR system and its site. The <Accept> and <Reject> button will be enabled when you scroll to the end of the notice.

3. If you do not agree with the disclaimer, click the <Reject> button. You will be logged out of the system and return to the login page.


ublic-Private Interface - Electronic Patient Record Sharing Pilot Project
公私營醫療合作 - 醫療病歷互聯試驗計劃
New Patient Registration
3 Easy Steps for registration by Fax, Mail, or E-mail
Step 1
Download Applicaton form ...here
Step 2
Submit your application via Fax/Mail/Email...detail here
Step 3
Receive Access Key via mail and start sharing your record
You may register in-person at HA's Patient Registration Centres
List of Participating Private Medical Practitioners
Enquiry Hotline: 2300 6654 Email: ppi.epr@ha.org.hk
Learn more about this project
Notice and Disclaimer for HA PPI-ePR Sharing Pilot Project
醫院管理局 HOSPITAL AUTHORITY
醫健通 ehealth
Logon
User ID:
Continue
Log in to access this protected resource. If you don't remember your login information, contact your help desk or administrator.
Important Notes
1) All patient information is confidential
2) Only access patient data for healthcare purpose
3) Do not share your account / token to others
4) Please logoff immediately after use
5) Please change your password regularly
6) All access is logged
7) Breach of confidentiality is subject to legal liability
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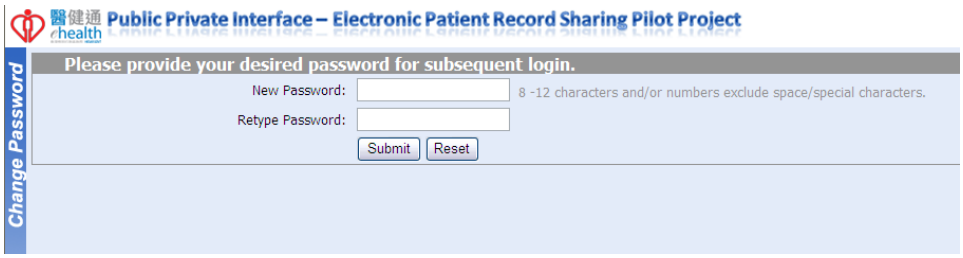
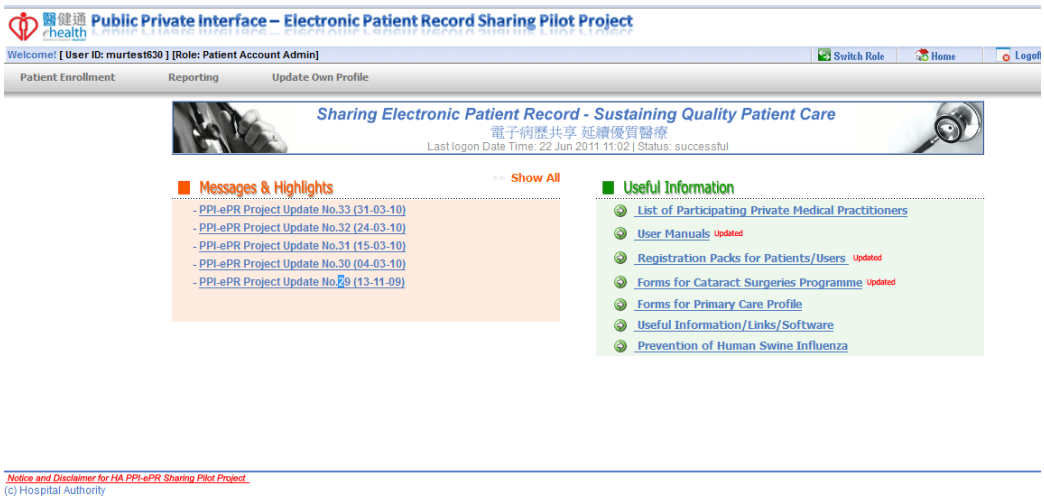
4. If you agree with the disclaimer, click the <Accept> button. You will be asked to change your password. Input the new password twice and click the <Submit> button to confirm. You can click <Reset> to clear all entries.

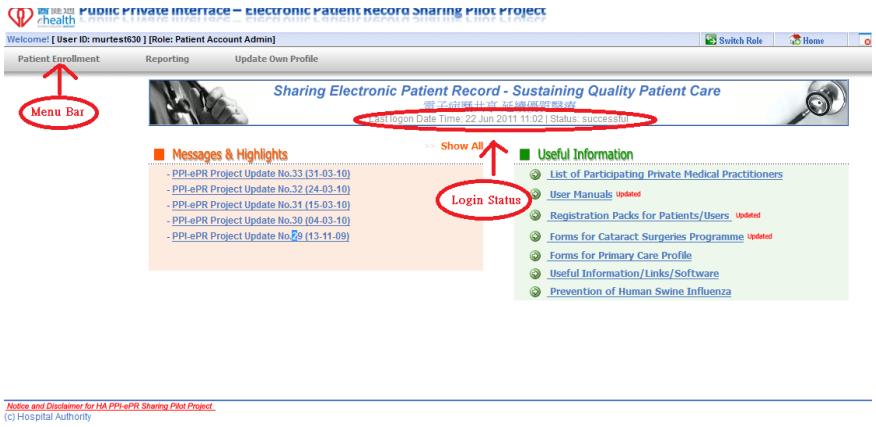

Public Private Interface – Electronic Patient Record Sharing Pilot Project
Change Password
Please provide your desired password for subsequent login.
New Password:
8 -12 characters and/or numbers exclude space/special characters.
Retype Password:
Submit
Reset

3.4.2 Login successful

1. On successful login, and successful change of password (when required), the following page will be displayed.


Public Private Interface – Electronic Patient Record Sharing Pilot Project
Welcome! [User ID: murtest630] [Role: Patient Account Admin]
Switch Role
Home
Logoff
Patient Enrollment
Reporting
Update Own Profile
Sharing Electronic Patient Record - Sustaining Quality Patient Care
電子病歷共享 延續優質醫療
Last logon Date Time: 22 Jun 2011 11:02 | Status: successful
Messages & Highlights
Show All
- PPI-ePR Project Update No.33 (31-03-10)
- PPI-ePR Project Update No.32 (24-03-10)
- PPI-ePR Project Update No.31 (15-03-10)
- PPI-ePR Project Update No.30 (04-03-10)
- PPI-ePR Project Update No.29 (13-11-09)
Useful Information
List of Participating Private Medical Practitioners
User Manuals Updated
Registration Packs for Patients/Users Updated
Forms for Cataract Surgeries Programme Updated
Forms for Primary Care Profile
Useful Information/Links/Software
Prevention of Human Swine Influenza
Notice and Disclaimer for HA PPI-ePR Sharing Pilot Project
(c) Hospital Authority

2. Information on your last logon, including date, time and status (success/failure) will be displayed. You should check this information every time after you logon into the system to ensure that no unauthorised login attempts have been made using your User ID. If in doubt, you should contact your System Administrator or the Program Office for assistance.

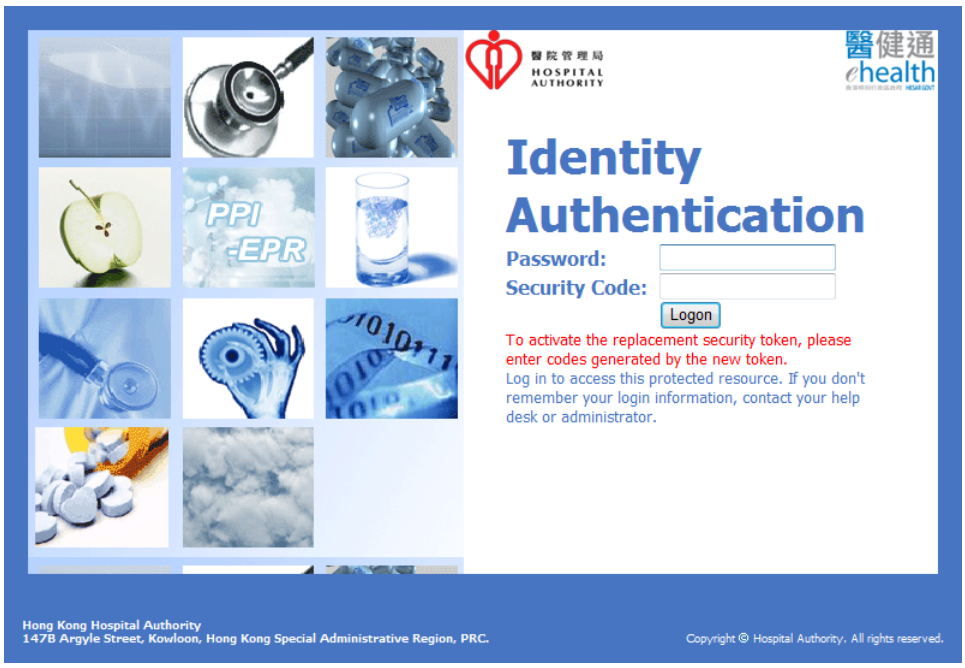

Public Private Interface – Electronic Patient Record Sharing Pilot Project
Welcome! [User ID: murtest630] [Role: Patient Account Admin]
Switch Role
Home
Patient Enrollment
Reporting
Update Own Profile
Menu Bar
Sharing Electronic Patient Record - Sustaining Quality Patient Care
Last logon Date Time: 22 Jun 2011 11:02 | Status: successful
Show All
Login Status
Messages & Highlights
- PPI-ePR Project Update No.33 (31-03-10)
- PPI-ePR Project Update No.32 (24-03-10)
- PPI-ePR Project Update No.31 (15-03-10)
- PPI-ePR Project Update No.30 (04-03-10)
- PPI-ePR Project Update No.29 (13-11-09)
Useful Information
List of Participating Private Medical Practitioners
User Manuals
Registration Packs for Patients/Users
Forms for Cataract Surgeries Programme
Forms for Primary Care Profile
Useful Information/Links/Software
Prevention of Human Swine Influenza
Notice and Disclaimer for HA PPI-ePR Sharing Pilot Project
(c) Hospital Authority

3. Functions which are available to you are displayed on the <Menu Bar>. There are a total of 6 groups of functions offered by the system:
   - Patient Data Enquiry
   - Patient Enrolment
   - Reporting
   - Account Management
   - Update Own Profile

   If you found that the functions displayed on your <Menu Bar> do not match your job duties, please contact your PPI-ePR system administrator or the Program Officer for support.

3.4.3 Login with Replacement Security Token (For users with security token)

1. For **non-HA users** or users accessing the system via the internet with replacement security token, the following login page will be displayed.


HOSPITAL AUTHORITY
醫健通 ehealth
Identity Authentication
Password:
Security Code:
Logon
To activate the replacement security token, please enter codes generated by the new token.
Log in to access this protected resource. If you don't remember your login information, contact your help desk or administrator.
PPI -EPR
Hong Kong Hospital Authority
147B Argyle Street, Kowloon, Hong Kong Special Administrative Region, PRC.
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2. If you have input a security code generated by replacement security token device, the following page will be displayed. You are required to input both the first 4 digit no. of your HKID (e.g. HKID:Z123456(7), input "1234") and the registered phone no to activate the account.

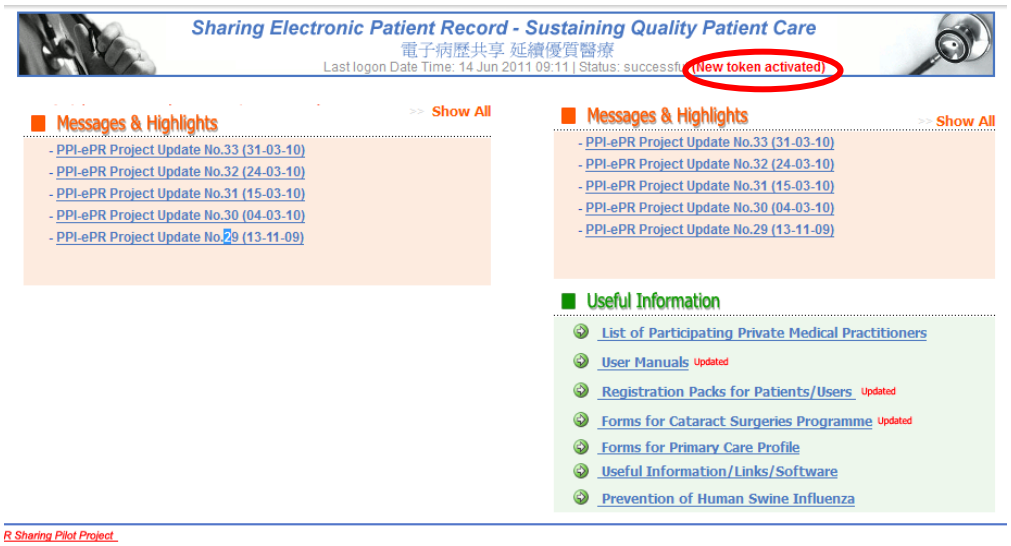
HOSPITAL AUTHORITY
醫健通 ehealth
Activation of New Security Token
To activate your new token, please input the following information
The first 4 digits no. of your HKID:
(e.g. HKID: A123456(7) input "1234")
Your registered phone no:
Activate Now
PPI -EPR

Notes :

- If the input security code was generated by original security token, you can login successfully with normal flow. The replacement security token will only activate after new security code has been input.

3. On successful login, the following page will be displayed with message

"New token activated". The activate process is completed and the original security token is no longer valid for login into PPI-ePR System.


Sharing Electronic Patient Record - Sustaining Quality Patient Care
電子病歷共享 延續優質醫療
Last logon Date Time: 14 Jun 2011 09:11 | Status: successful (New token activated)
Messages & Highlights
Show All
- PPI-ePR Project Update No.33 (31-03-10)
- PPI-ePR Project Update No.32 (24-03-10)
- PPI-ePR Project Update No.31 (15-03-10)
- PPI-ePR Project Update No.30 (04-03-10)
- PPI-ePR Project Update No.29 (13-11-09)
Useful Information
List of Participating Private Medical Practitioners
User Manuals Updated
Registration Packs for Patients/Users Updated
Forms for Cataract Surgeries Programme Updated
Forms for Primary Care Profile
Useful Information/Links/Software
Prevention of Human Swine Influenza
R Sharing Pilot Project

3.4.4 Login Failure and Automatic Lock-out

If you have input an incorrect User ID and / or Password and / or Security Code, the following Page will be displayed. Please be aware that after a number of incorrect attempts to log on, we **disable online access** by your User Account. Please contact your PPI-ePR system administrator or the Program Office to re-activate your account.

ublic-Private Interface - Electronic Patient Record Sharing Pilot Project
公私營醫療合作 - 醫療病歷互聯試驗計劃
Login Fail
Owing to invalid account information, your instruction cannot be processed.
Possible Cause(s):
Please check if you have entered:
- Incorrect User ID;or
- Incorrect Password;or
- Incorrect Security Code
Or, your account have been suspended.
Possible Solution(s):
- Please check the information entered and see if you can continue your instruction. Otherwise, please call our hotline for assistance:
Hospital Authority PPI-ePR Program Office 2300-6654
OK
醫院管理局 HOSPITAL AUTHORITY
醫健通 ehealth
Notice and Disclaimer for HA PPI-ePR Sharing Pilot Project
Hong Kong Hospital Authority
147B Argyle Street, Kowloon, Hong Kong Special Administrative Region, PRC.
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3.4.5 Login through internal site (For users with security token)

If you have both Internal and External roles, you still can use internal site for accessing the account. After entering the User ID and click <Continue>, there is a check box "Not Applicable" next to Security Code Text box. If user just want to use internal roles, the user can check the check box "Not Applicable"

and just fill in the Password and click <Logon> button to login the system. Be reminded that the user can only use the **Internal Roles** by using this login method. If you want to use the external roles, just fill in the Security Code and unchecked the check box "Not Applicable".

ublic Private Interface - Electronic Patient Record Sharing Pilot Project
公私營醫療合作 - 醫療病歷互聯試驗計劃
HOSPITAL AUTHORITY
醫健通 ehealth
Identity Authentication
Password:
Security Code:
Not Applicable
Logon
Log in to access this protected resource. If you don't remember your login information, contact your help desk or administrator.
PPI -EPR
Hong Kong Hospital Authority
147B Argyle Street, Kowloon, Hong Kong Special Administrative Region, PRC.
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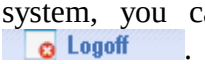
3.5 Logout PPI-ePR System

To logout from the system, click the <Logout> icon

on the menu bar.

If you have entered the Primary Care Profile (PCP), Cataract Profile or ePR system, you can logout the system by clicking at the <Logoff> icon 

.

Notes:

- Remember to logout the system when you finish working with the system. Forgetting to logout the system may lead to your User ID being used to retrieve confidential information by unauthorised person.
- The system will automatically log you off if your account remains inactive within the system after a period of time. You will be required to login again after your session has been '**timed-out**'.
- It is a good practice that you should close a patient's record immediately after your encounter with the patient. This will avoid the patient's record being viewed by another patient or staff member.

3.6 Return To Main Menu

To return to the main page from any functions within the system, click the <Home> icon

on the menu bar.

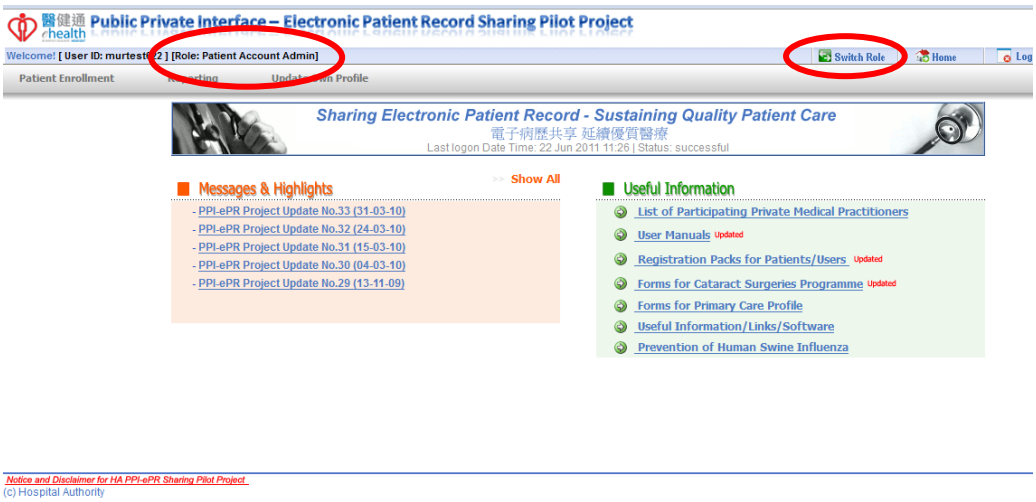
If you have entered the Primary Care Profile (PCP), Cataract Profile, Haemodialysis Public-Private Partnership Programme (HD PPP), Patient Empowerment Profile or ePR system, you can return to the main page by clicking at the <Close> icon

.

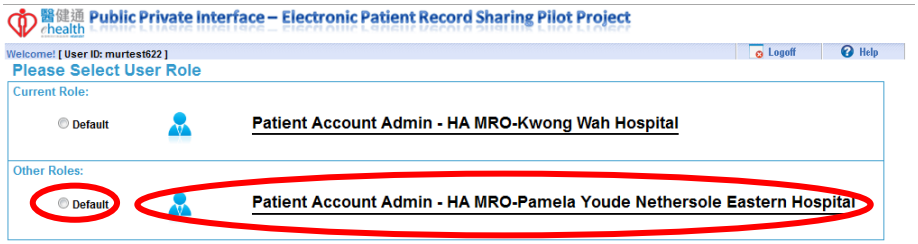
3.7 Switch Role

By using the switch role function, the user can switch the log-in role to the selected role.

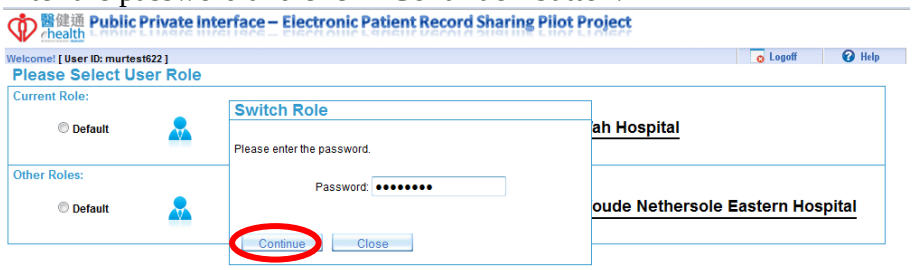
1. You can see the current role on the left hand side of the header menu bar. Click the <Switch Role> button on the menu bar.


Public Private Interface – Electronic Patient Record Sharing Pilot Project
Switch Role
Home
Patient Enrollment
Sharing Electronic Patient Record - Sustaining Quality Patient Care
電子病歷共享 延續優質醫療
Messages & Highlights
Show All
PPI-ePR Project Update No.33 (31-03-10)
PPI-ePR Project Update No.32 (24-03-10)
PPI-ePR Project Update No.31 (15-03-10)
PPI-ePR Project Update No.30 (04-03-10)
PPI-ePR Project Update No.29 (13-11-09)
Useful Information
List of Participating Private Medical Practitioners
User Manuals
Registration Packs for Patients/Users
Forms for Cataract Surgeries Programme
Forms for Primary Care Profile
Useful Information/Links/Software
Prevention of Human Swine Influenza
Notice and Disclaimer for HA PPI-ePR Sharing Pilot Project
(c) Hospital Authority

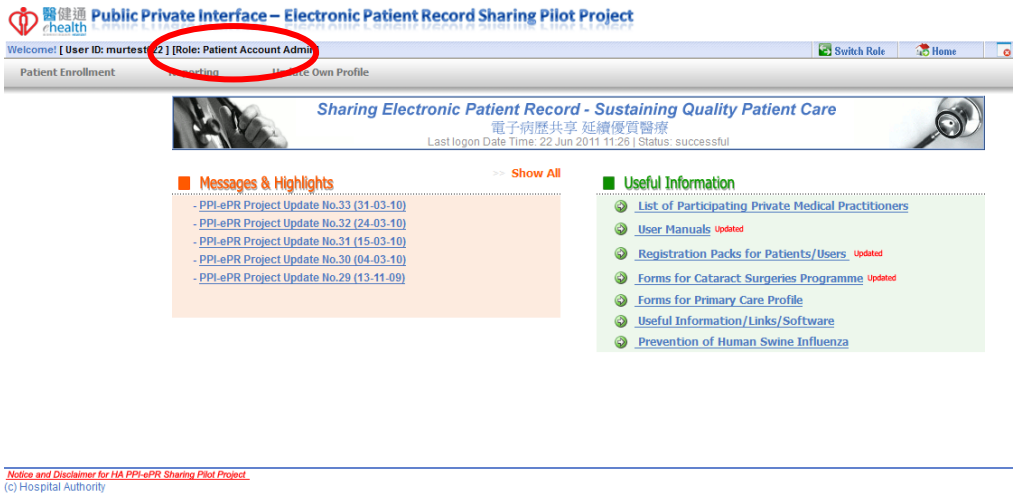
2. Click on the link of the role that you would like to change.
   You can check the "Default" check boxes next to the roles for setting the default role. Once the default role is set, the system will automatically log in the default role when logging in the system


Public Private Interface – Electronic Patient Record Sharing Pilot Project
Logoff
Help
Please Select User Role
Current Role:
Default
Patient Account Admin - HA MRO-Kwong Wah Hospital
Other Roles:
Default
Patient Account Admin - HA MRO-Pamela Youde Nethersole Eastern Hospital

3. Enter the password and click <Continue> button.



4. Finally, the role is switched to the selected role.


Public Private Interface – Electronic Patient Record Sharing Pilot Project
Switch Role
Home
Patient Enrollment
Sharing Electronic Patient Record - Sustaining Quality Patient Care
電子病歷共享 延續優質醫療
Last logon Date Time: 22 Jun 2011 11:26 | Status: successful
Messages & Highlights
Show All
- PPI-ePR Project Update No.33 (31-03-10)
- PPI-ePR Project Update No.32 (24-03-10)
- PPI-ePR Project Update No.31 (15-03-10)
- PPI-ePR Project Update No.30 (04-03-10)
- PPI-ePR Project Update No.29 (13-11-09)
Useful Information
List of Participating Private Medical Practitioners
User Manuals
Registration Packs for Patients/Users
Forms for Cataract Surgeries Programme
Forms for Primary Care Profile
Useful Information/Links/Software
Prevention of Human Swine Influenza
Notice and Disclaimer for HA PPI-ePR Sharing Pilot Project
(c) Hospital Authority

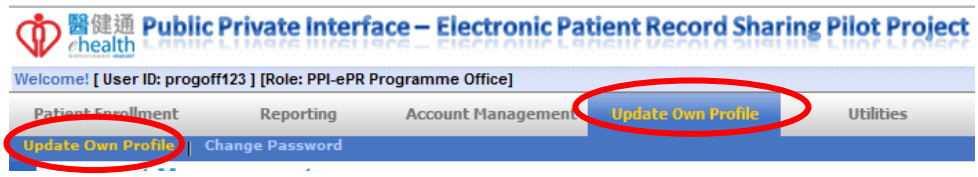
4.

4.Update Own Profile and Password

4.1 Update Own Profile

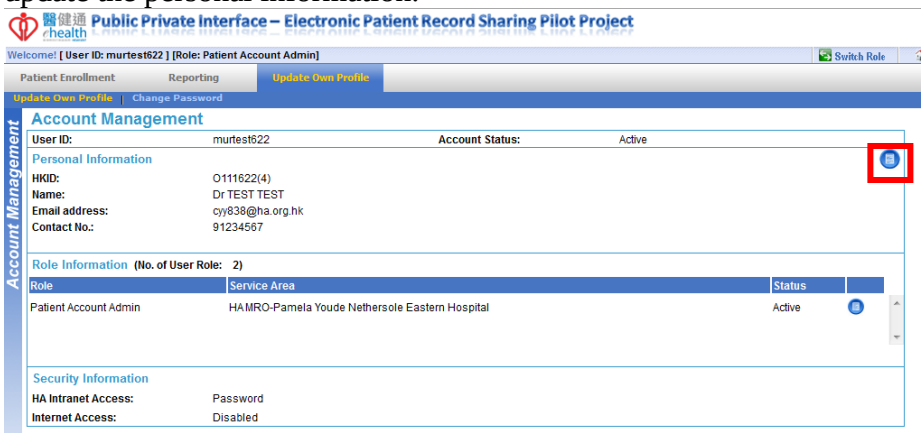
All users have permission to update their own information. Follow the steps below to update your own profile.

1. Click <Update Own Profile> on the Menu Bar, then click <Update Own Profile> on Sub-menu Bar.

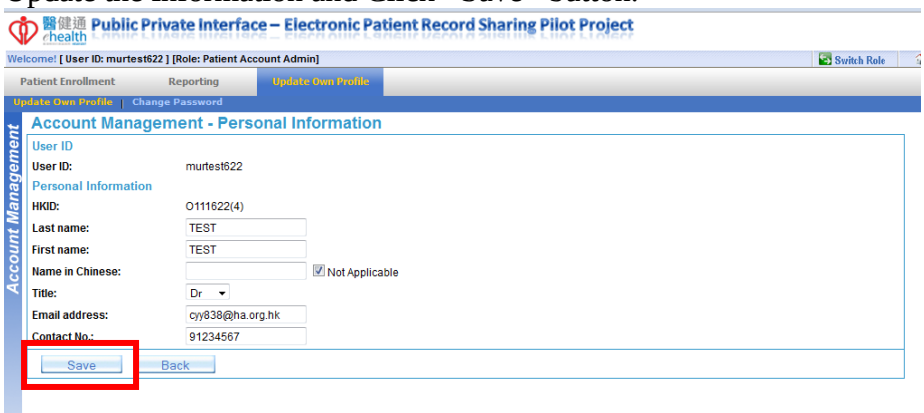


4.1.1 Update Personal Information

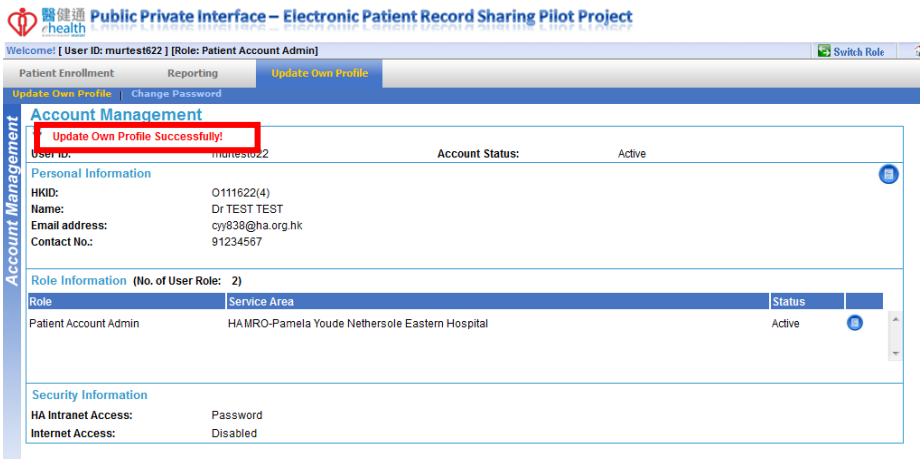
1. Click the right top corner icon on the Personal Information Section to update the personal information.



2. Update the Information and Click <Save> button.

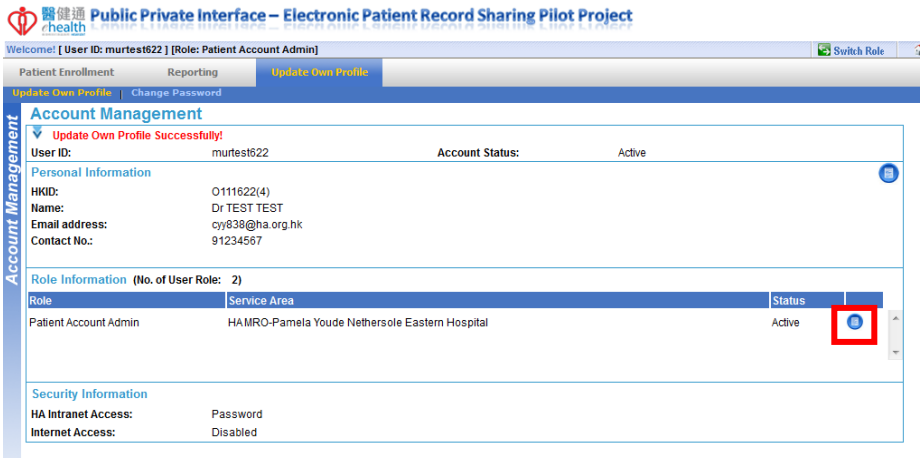


3. The Personal Information is updated.

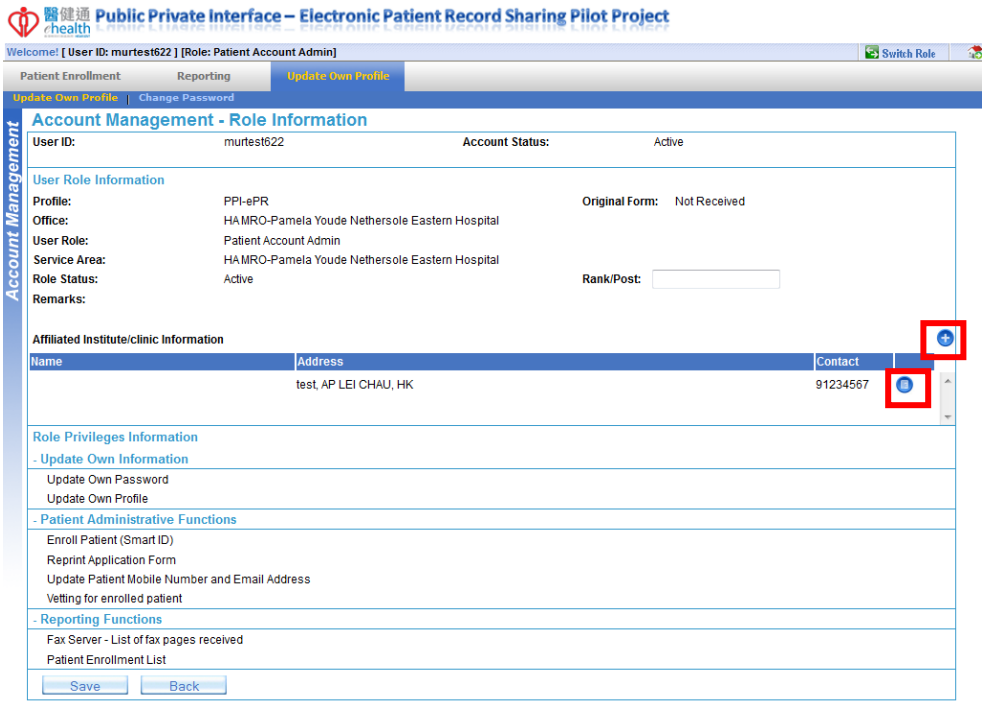


4.1.2 Update Role Information

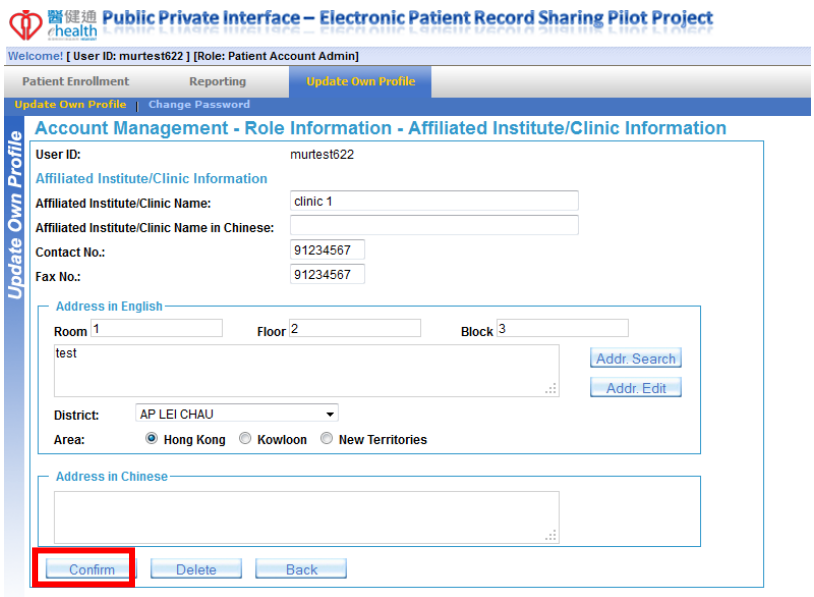
1. Click the icon besides the role you would like to edit



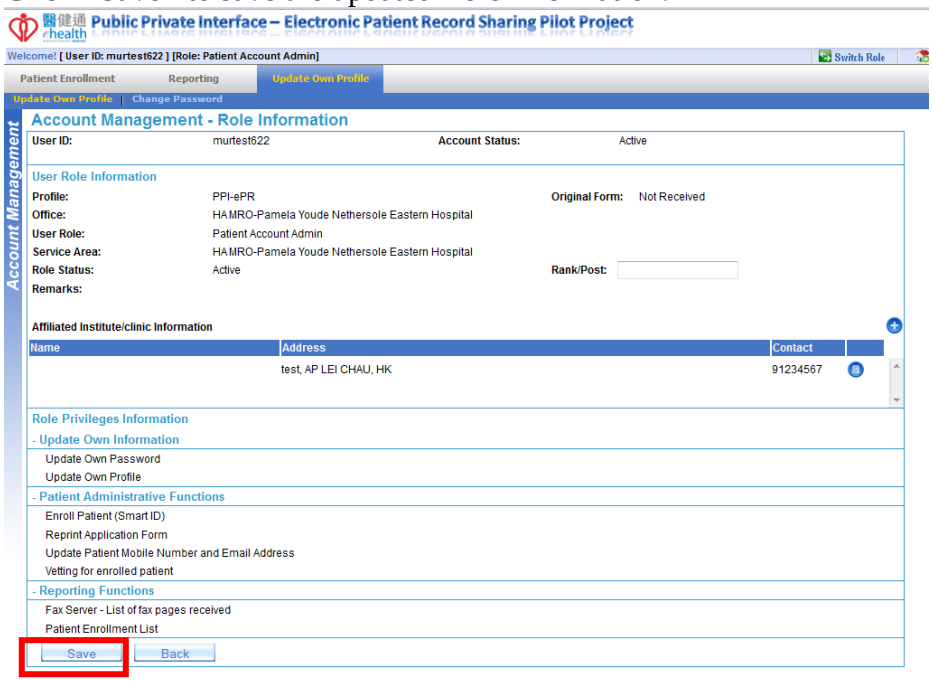
2. Update the Role Information. You can add or update the Institute Information by clicking the <add> or <edit> button in the Institute/clinic Information Section.



3. Fill in the Institution Information Form.
   Click <Confirm> button to save the changes.
   Click <Delete> button to delete the institutes.
   Click <Back> button to decline the changes.

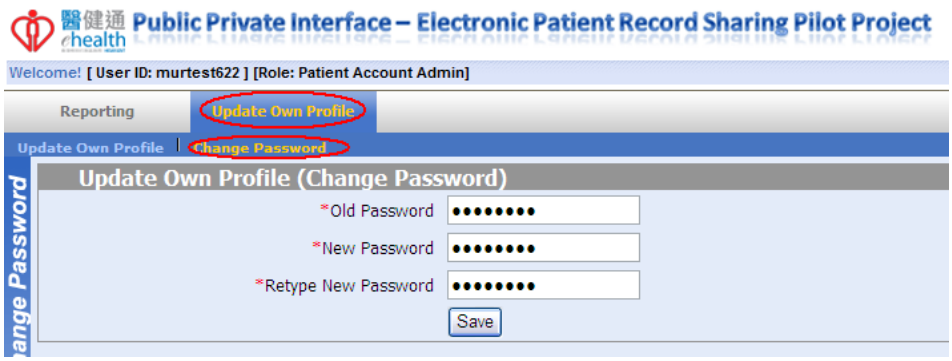


4. Click <Save> to save the updated Role Information.



4.2 Change Your Own Password

1. Click <Update Own Profile> on the Menu Bar, then click <Change Password> on the Sub-menu Bar


Public Private Interface – Electronic Patient Record Sharing Pilot Project
Welcome! [User ID: murtest622] [Role: Patient Account Admin]
Reporting
Update Own Profile
Update Own Profile | Change Password
Change Password
Update Own Profile (Change Password)
*Old Password
*New Password
*Retype New Password
Save

2. Enter the old password and enter the new password twice and press <Save> button.

Notes

- Please refer to 'System requirements on Password Maintenance' in the Chapter on 'Security Information and Guide to User Login' for guidelines on Password maintenance.

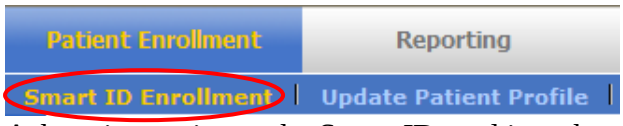
5.Patient Enrollment and Patient Profile Maintenance

5.1 Patient Enrollment

5.1.1 Smart ID Enrollment

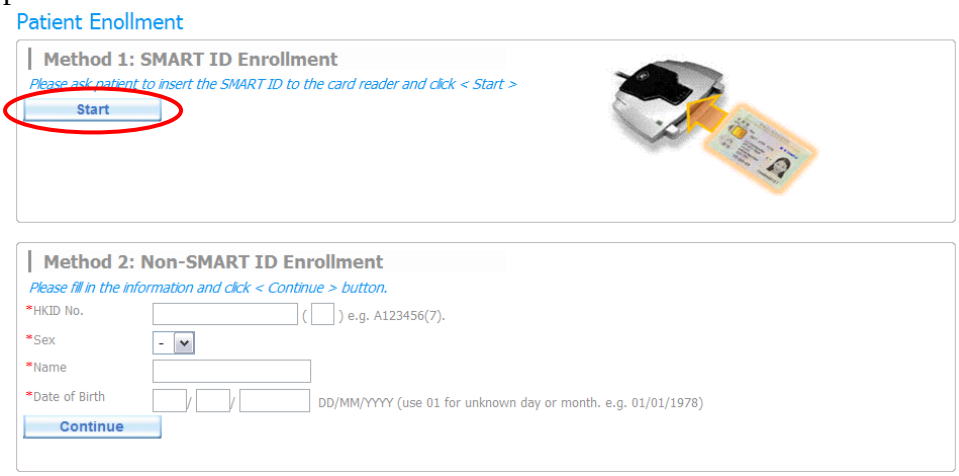
Before proceeding to Smart ID Enrollment, users should have Hong Kong Smart ID card reader and Java JRE installed into his/her computer. Please refer to " Installation Guide for Smart Card Reader" for installation

1. Click <Patient Enrollment> on the Menu Bar. Click <Smart ID Enrollment> on the Sub-menu Bar.

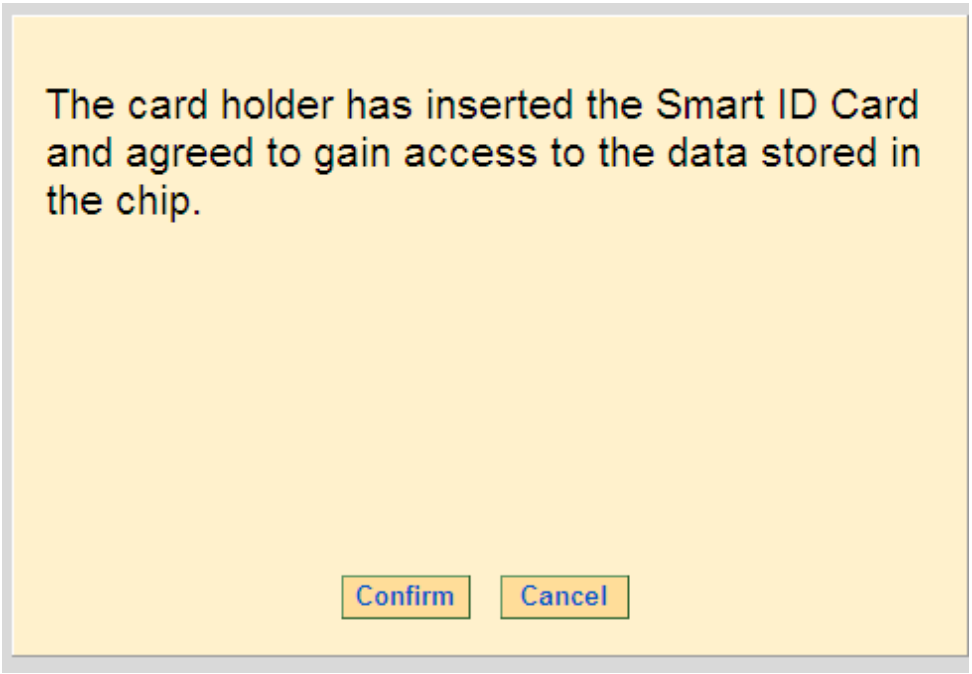


2. Ask patient to insert the Smart ID card into the card reader.

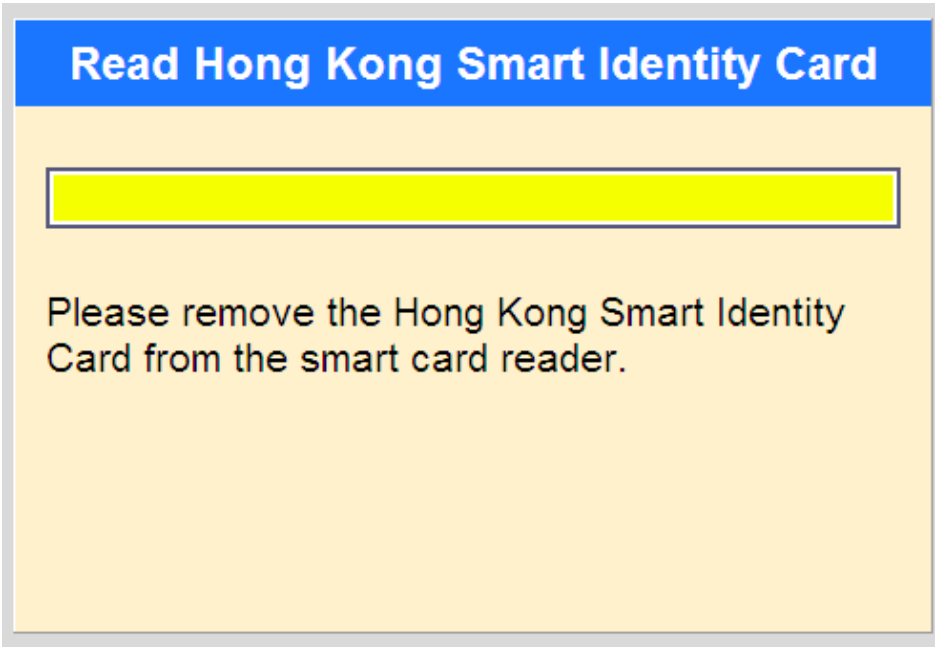
3. Click <Start> under "Method 1: Smart ID Enrollment" to start Enrollment process.


Patient Enollment
Method 1: SMART ID Enrollment
Please ask patient to insert the SMART ID to the card reader and click < Start >
Start
Method 2: Non-SMART ID Enrollment
Please fill in the information and click < Continue > button.
*HKID No.
) e.g. A123456(7).
*Sex
*Name
*Date of Birth
DD/MM/YYYY (use 01 for unknown day or month. e.g. 01/01/1978)
Continue

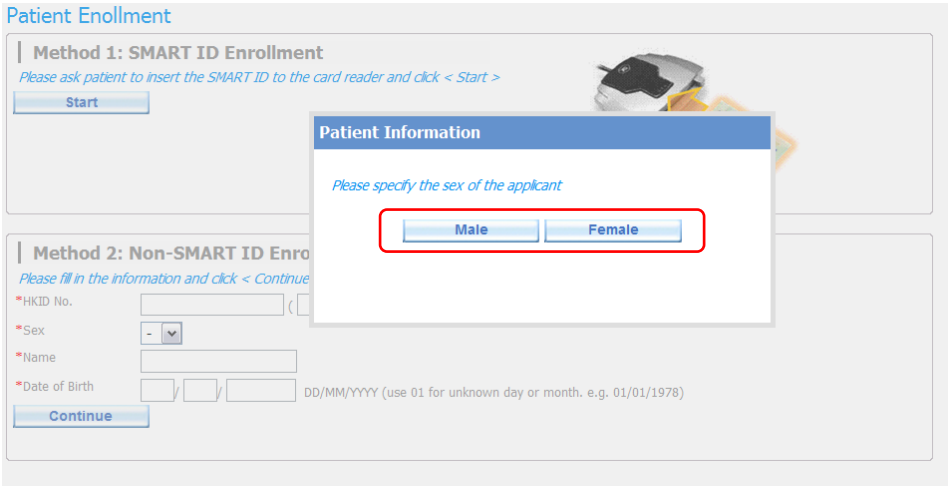
4. Click <Confirm> if patient agreed to gain access to the data stored in the Smart ID card.



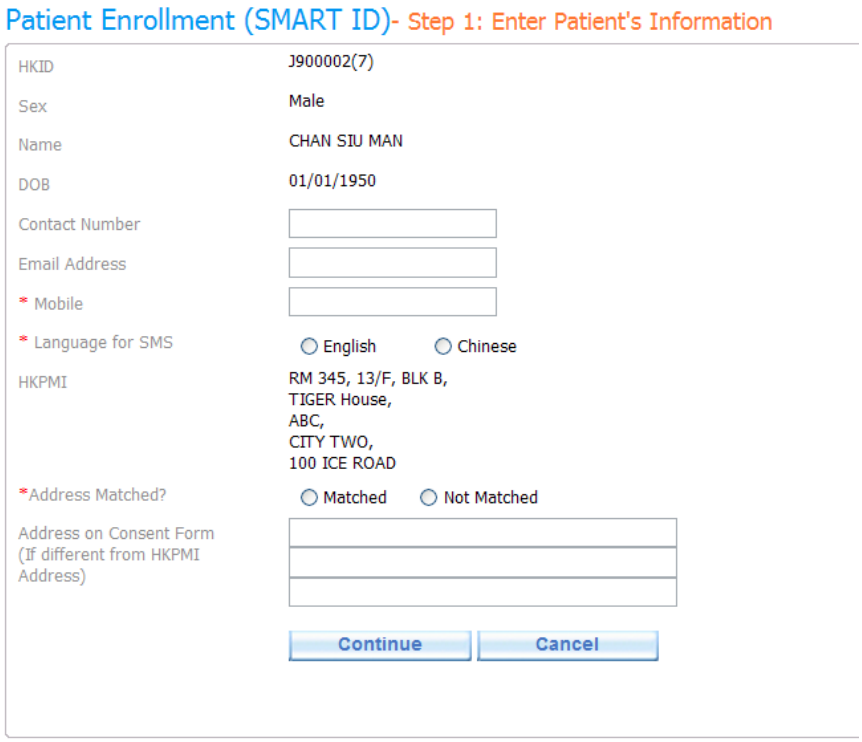
5. Remove Smart ID from card reader when complete.



6. The following screen will be displayed. Specify sex of the patient.


Patient Enollment
Method 1: SMART ID Enrollment
Please ask patient to insert the SMART ID to the card reader and click < Start >
Start
Patient Information
Please specify the sex of the applicant
Male
Female
Method 2: Non-SMART ID Enro
Please fill in the information and click < Continue
*HKID No.
*Sex
*Name
*Date of Birth
DD/MM/YYYY (use 01 for unknown day or month. e.g. 01/01/1978)
Continue

7. If the system finds a complete match of an existing HA patient, the following Patient Enrolment page will be displayed. Complete the details on the patient. Fields with an asterisk (*) must be completed and cannot be left blank.

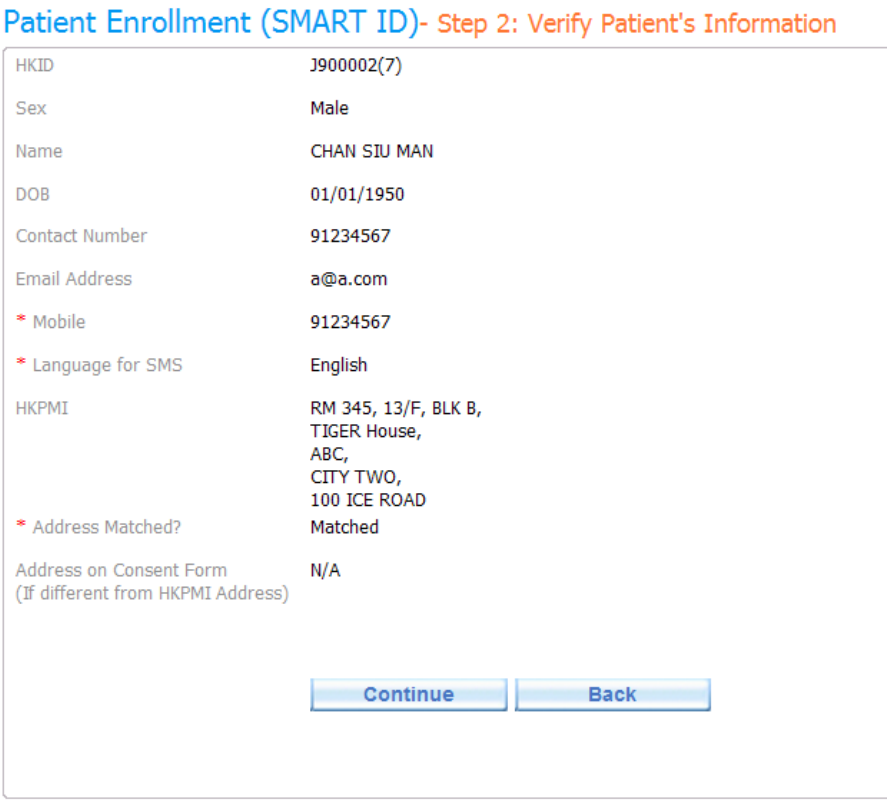


8. *Important Notes on Patient's Address*

Please compare the <HKPMI Address> displayed on the screen with the patient's reported address. If the patient reports a different address from the one displayed, please advise the patient that his/her registered address with the Hospital Authority (HKPMI address) will be used for all official correspondence from the HA to the patient regarding the PPI-ePR system. If the patient intends to update the address, he/she should provide address

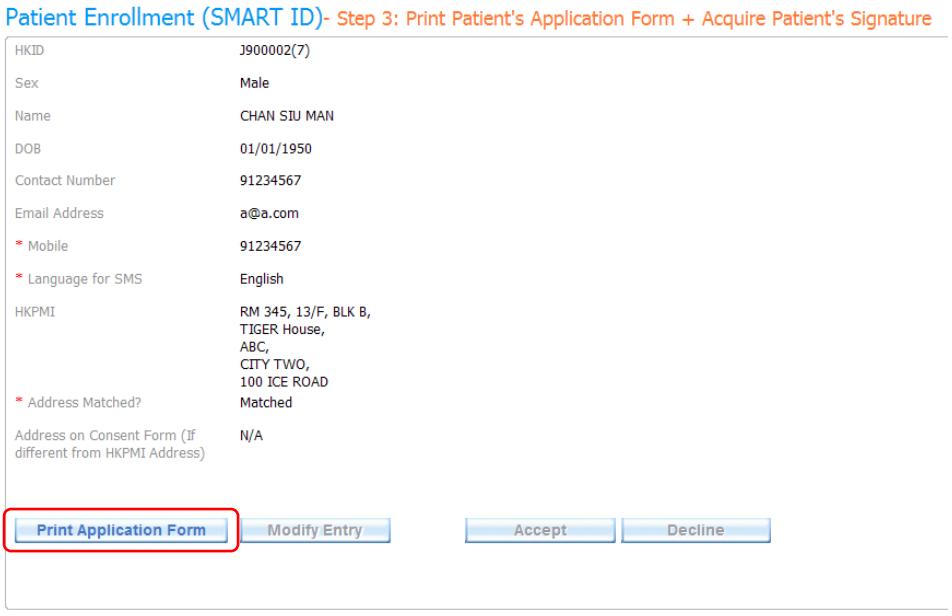
proof for this address and authorises the HA to update his/her registered address with the HA.

9. Click <Continue> to verify patient information or <Cancel> to cancel enrollment without saving.

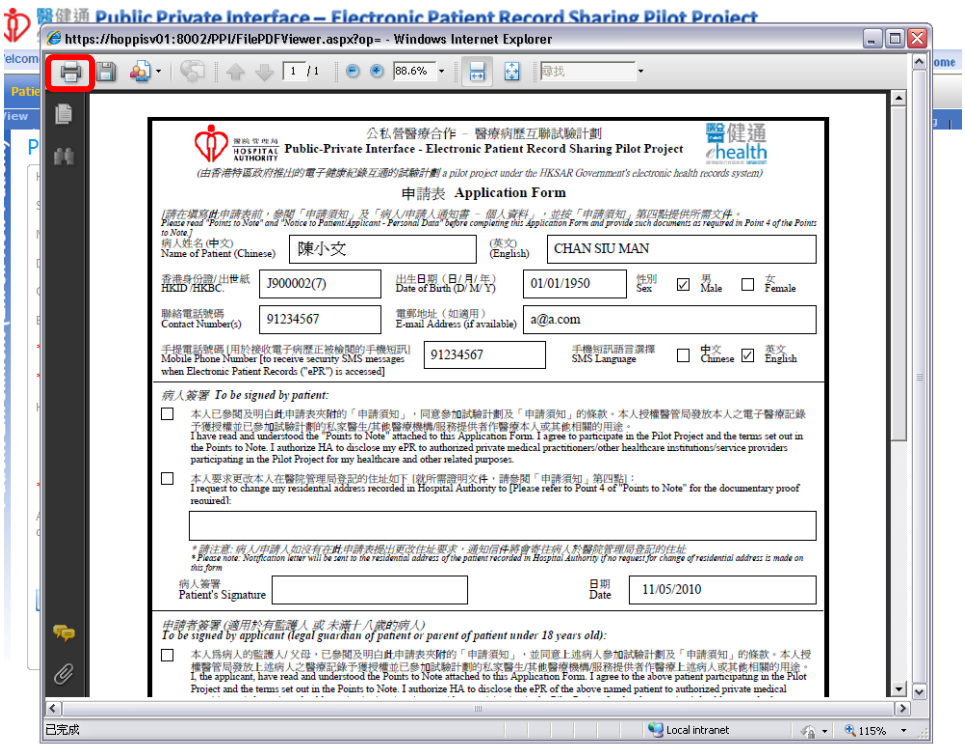


Click <Continue> to save changes or <Back> to return to the previous screen to update patient information.

10. The following screen will be displayed after verification.

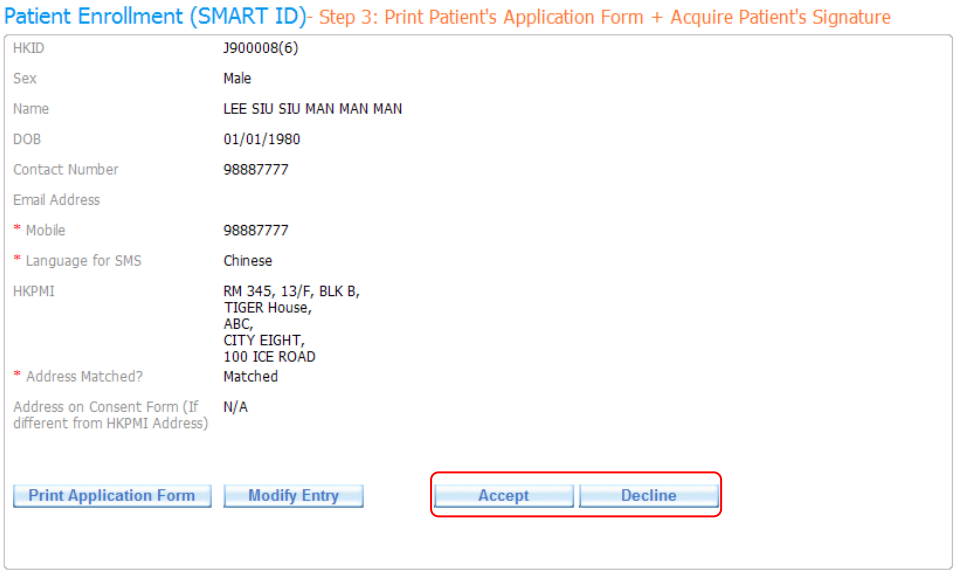


Click <Print Application Form> to print the application form, ask the patient to tick the "agree" box and sign the form

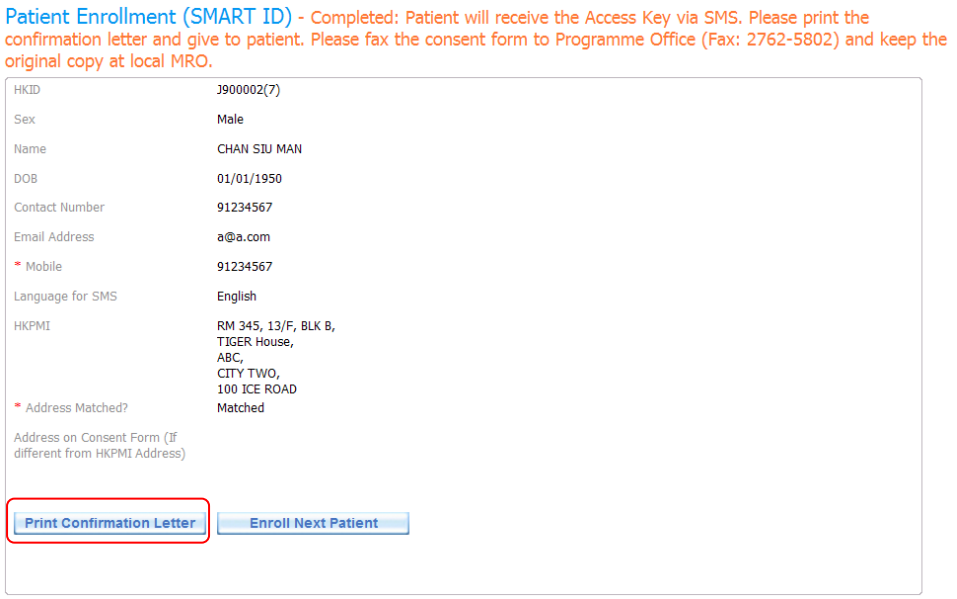

醫健通 Public Private Interface – Electronic Patient Record Sharing Pilot Project
https://hoppisv01:8002/PPI/FilePDFViewer.aspx?op= - Windows Internet Explorer
公私營醫療合作 – 醫療病歷互聯試驗計劃
Public-Private Interface - Electronic Patient Record Sharing Pilot Project
(由香港特區政府推出的電子健康紀錄互通的試驗計劃 a pilot project under the HKSAR Government's electronic health records system)
申請表 Application Form
病人姓名 (中文) Name of Patient (Chinese)
陳小文
(英文) (English)
CHAN SIU MAN
香港身份證/出世紙 HKID/HKBC
J900002(7)
出生日期 (日/月/年) Date of Birth (D/M/Y)
01/01/1950
性別 Sex
男 Male
女 Female
聯絡電話號碼 Contact Number(s)
91234567
電郵地址 (如適用) E-mail Address (if available)
a@a.com
手機電話號碼 (用於接收電子病歷正被檢閱的手機短訊) Mobile Phone Number [to receive security SMS messages when Electronic Patient Records ("ePR") is accessed]
91234567
手機短訊語言選擇 SMS Language
中文 Chinese
英文 English
病人簽署 To be signed by patient:
病人簽署 Patient's Signature
日期 Date
11/05/2010
申請者簽署 (適用於有監護人或未滿十八歲的病人)
To be signed by applicant (legal guardian of patient or parent of patient under 18 years old):
已完成
Local intranet
115%

If any amendment is to be made on the form, click < Modify Entry > to update the information and reprint the form.

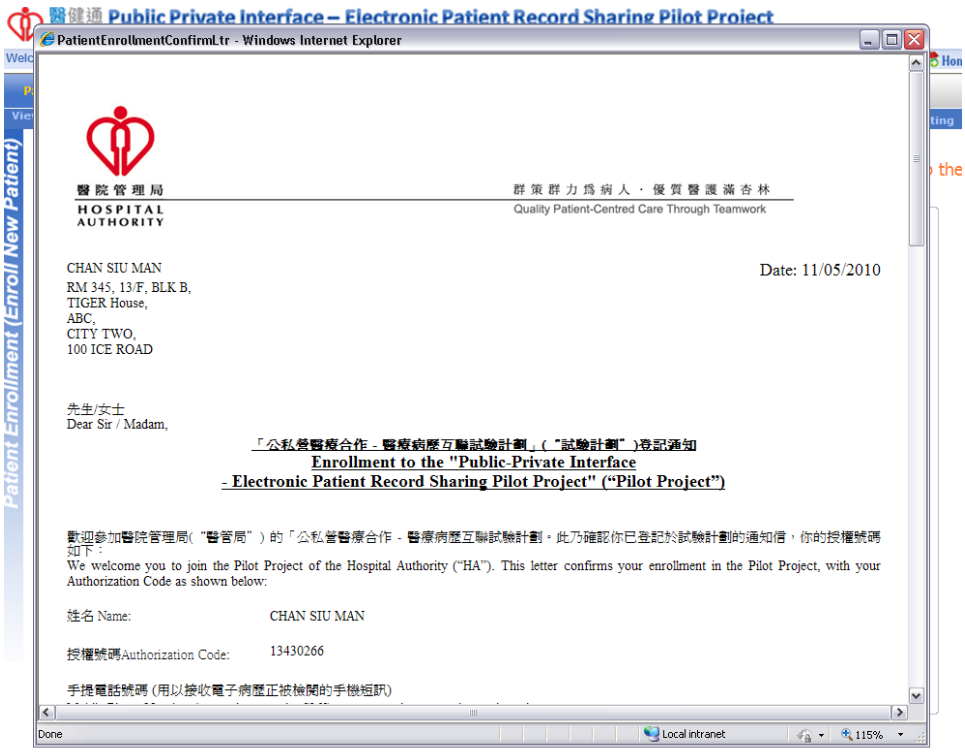
Click <Accept> if patient accept and sign the application form, or click <Decline> in case patient reject the application.



11. The following screen will be displayed upon successful enrollment. The patient will receive an 'Access Key' via a SMS message to his/her mobile phone. A letter of confirmation with detail information on the PPI-ePR system will be posted to the patient's registered address with the HA.

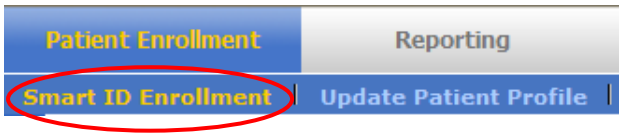


Click < Print Confirmation Letter > to print the confirmation letter to patient. Close the confirmation letter after print out.

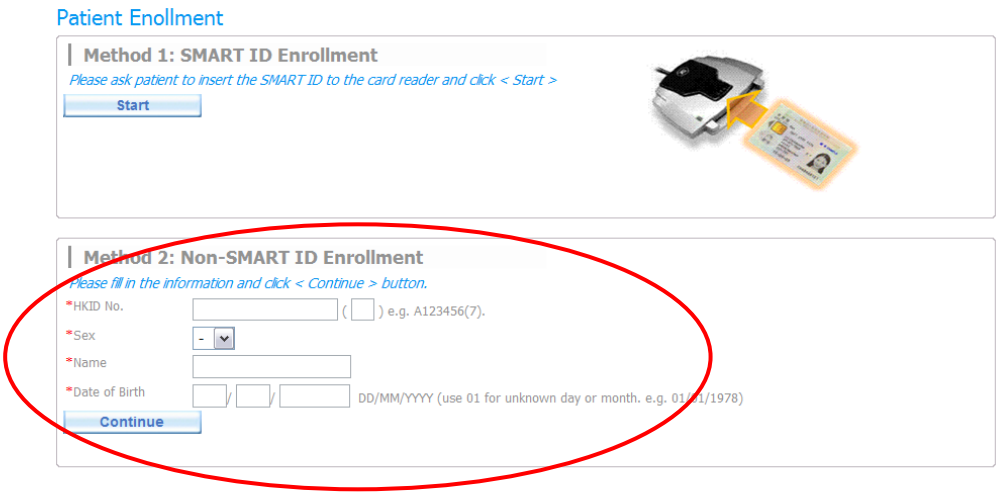

醫健通 Public Private Interface – Electronic Patient Record Sharing Pilot Project
PatientEnrollmentConfirmLtr - Windows Internet Explorer
Patient Enrollment (Enroll New Patient)
醫院管理局
HOSPITAL AUTHORITY
群策群力爲病人・優質醫護滿杏林
Quality Patient-Centred Care Through Teamwork
CHAN SIU MAN
RM 345, 13/F, BLK B,
TIGER House,
ABC,
CITY TWO,
100 ICE ROAD
Date: 11/05/2010
先生/女士
Dear Sir / Madam,
「公私營醫療合作 - 醫療病歷互聯試驗計劃」("試驗計劃")登記通知
Enrollment to the "Public-Private Interface
- Electronic Patient Record Sharing Pilot Project" ("Pilot Project")
歡迎參加醫院管理局("醫管局")的「公私營醫療合作 - 醫療病歷互聯試驗計劃」,此乃確認你已登記於試驗計劃的通知信,你的授權號碼如下:
We welcome you to join the Pilot Project of the Hospital Authority ("HA"). This letter confirms your enrollment in the Pilot Project, with your Authorization Code as shown below:
姓名 Name: CHAN SIU MAN
授權號碼Authorization Code: 13430266
手提電話號碼 (用以接收電子病歷正被檢閱的手機短訊)
Done
Local intranet
115%

5.1.2 Non-smart ID Enrollment with 2D barcode pre-filled form

1. Click <Patient Enrollment> on the Menu Bar. Click <Smart ID Enrollment> on the Sub-menu Bar.

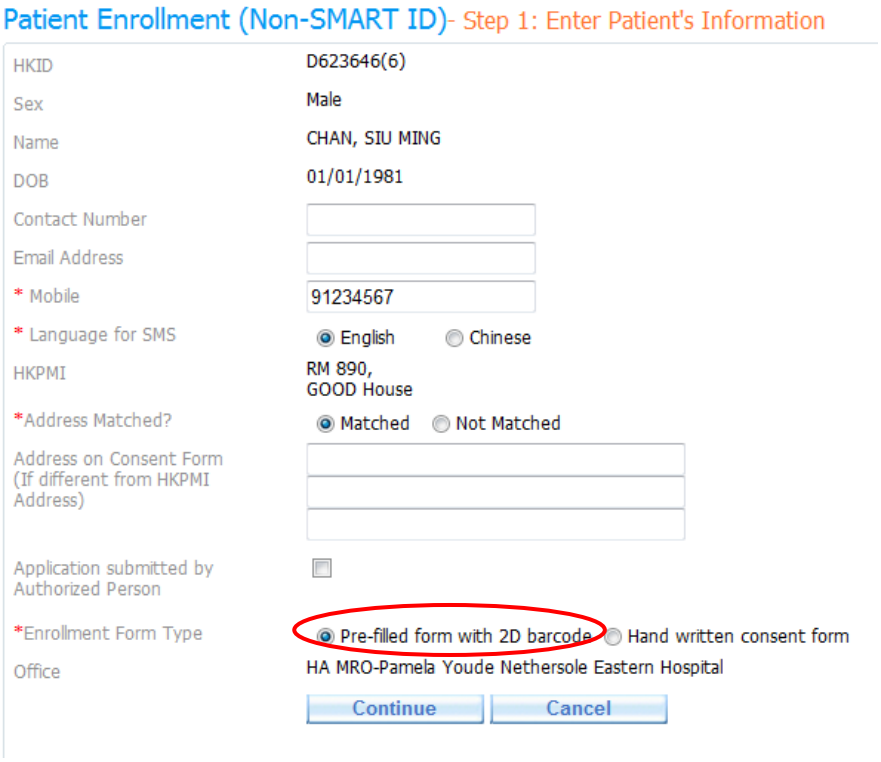


2. Enter the patient's HKID, Sex, Name and Date of Birth and click the <Next> button


Patient Enollment
Method 1: SMART ID Enrollment
Please ask patient to insert the SMART ID to the card reader and click < Start >
Start
Method 2: Non-SMART ID Enrollment
Please fill in the information and click < Continue > button.
*HKID No.
) e.g. A123456(7).
*Sex
*Name
*Date of Birth
DD/MM/YYYY (use 01 for unknown day or month. e.g. 01/01/1978)
Continue

3. If the system finds a complete match of an existing HA patient, the following Patient Enrolment page will be displayed. Complete the details on the patient. Fields with an asterisk (*) must be completed and cannot be left blank.

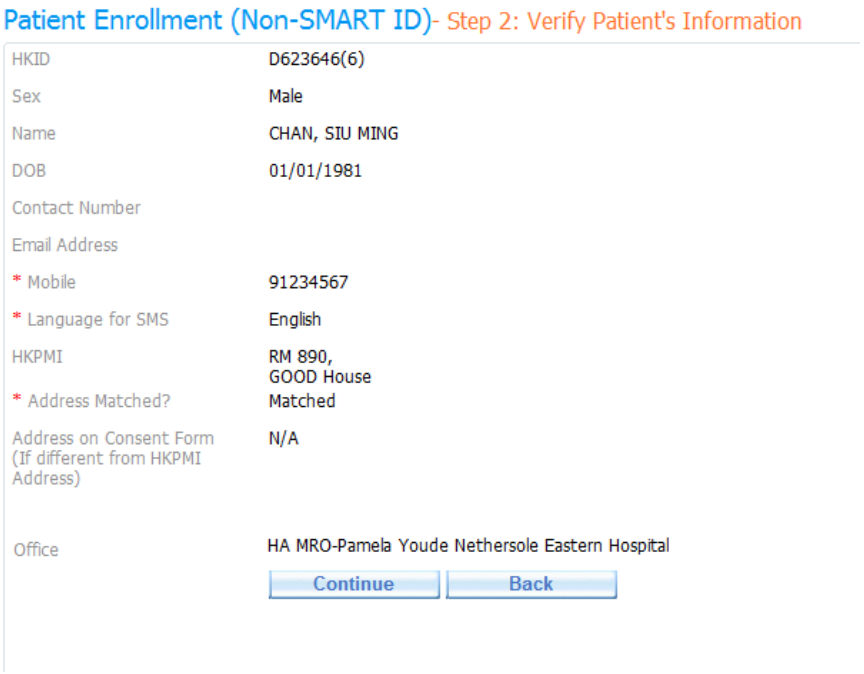
   Select "Pre-filled form with 2D barcode" in Enrollment Form Type



   Click <Continue> to verify patient information or <Cancel> to cancel enrollment without saving.

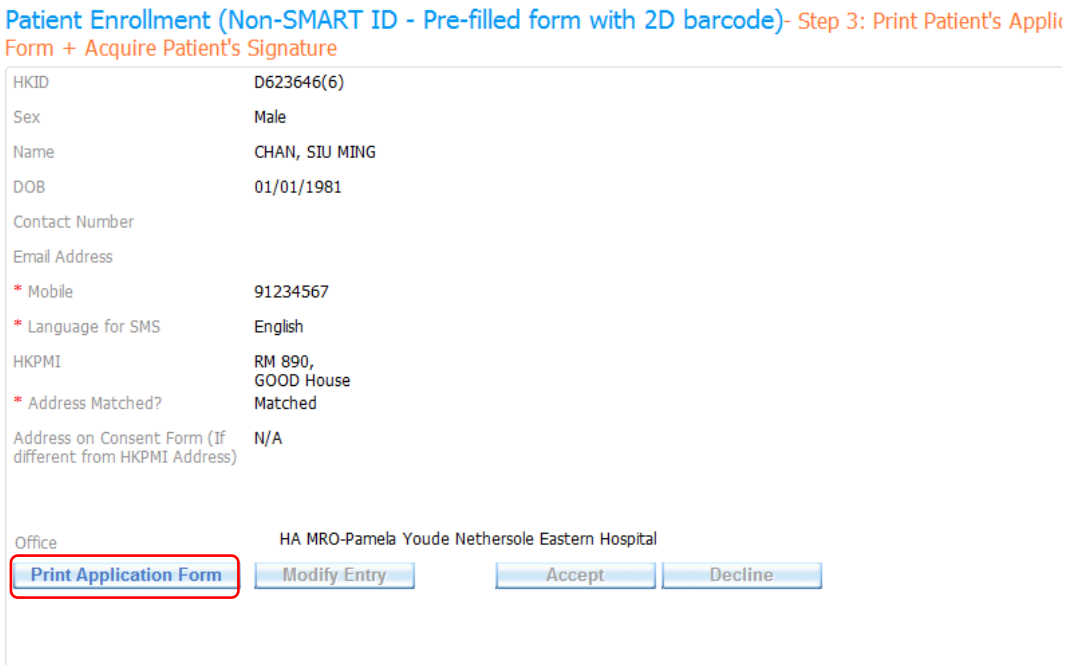
4. *Important Notes on Patient's Address*

   Please compare the <HKPMI Address> displayed on the screen with the patient's reported address. If the patient reports a different address from the one displayed, please advise the patient that his/her registered address with the Hospital Authority (HKPMI address) will be used for all official correspondence from the HA to the patient regarding the PPI-ePR system. If the patient intends to update the address, he/she should provide address proof for this address and authorises the HA to update his/her registered address with the HA.

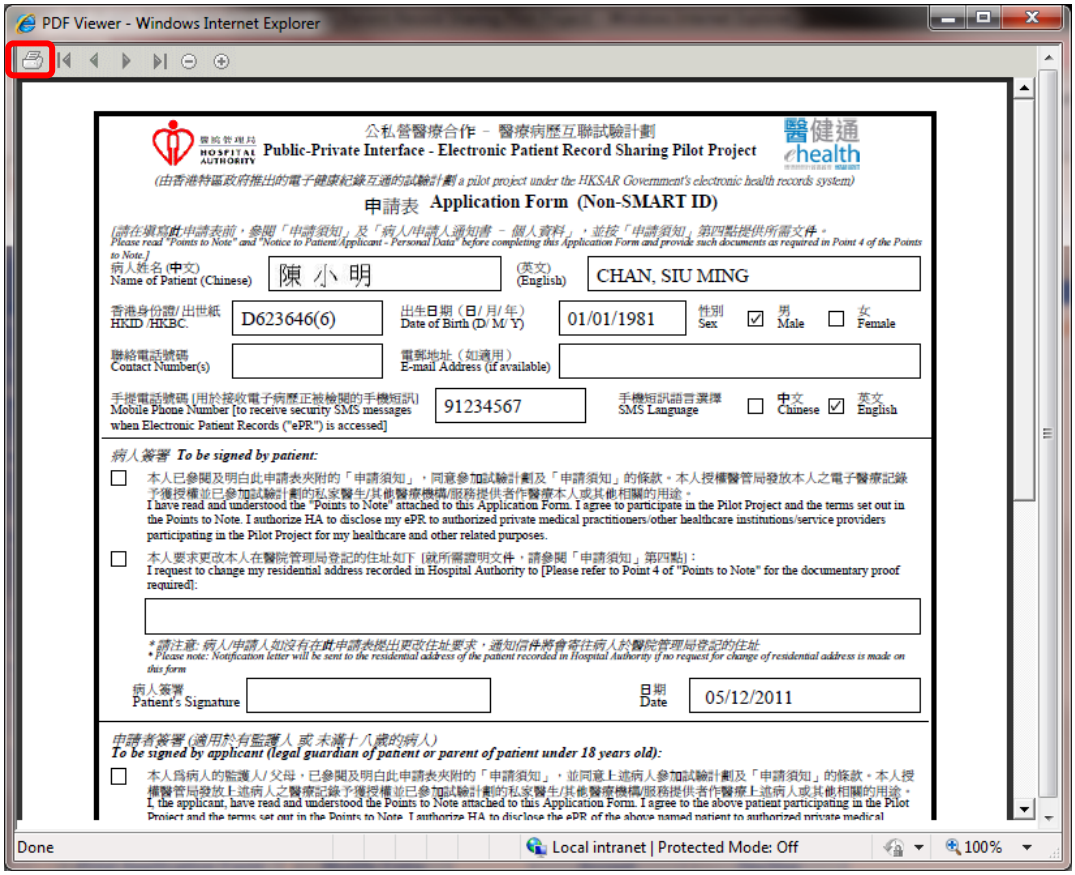


Click <Continue> to save changes or <Back> to return to the previous screen to update patient information.

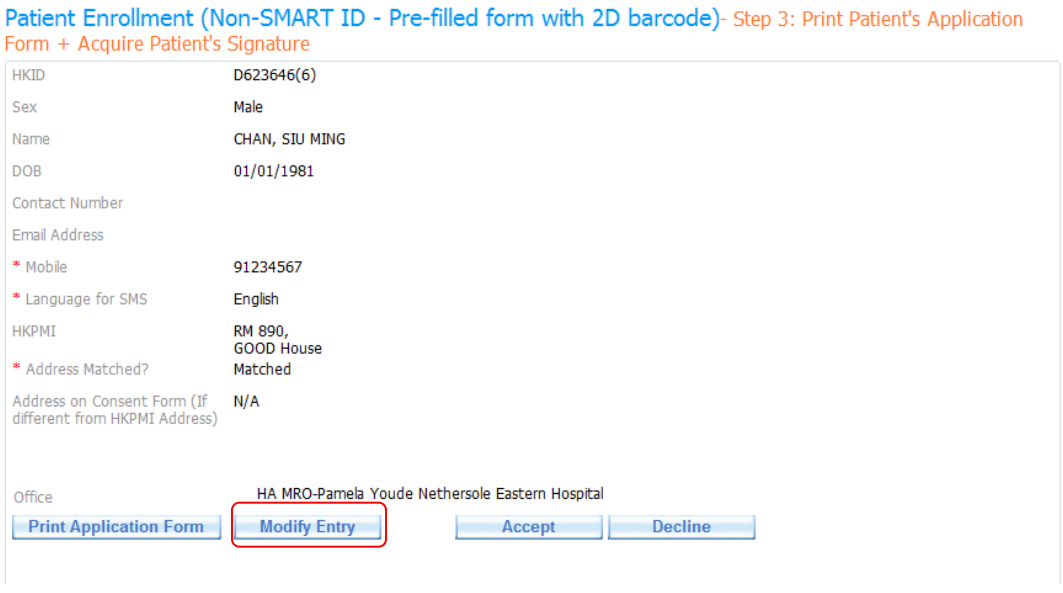
5. The following screen will be displayed after verification.



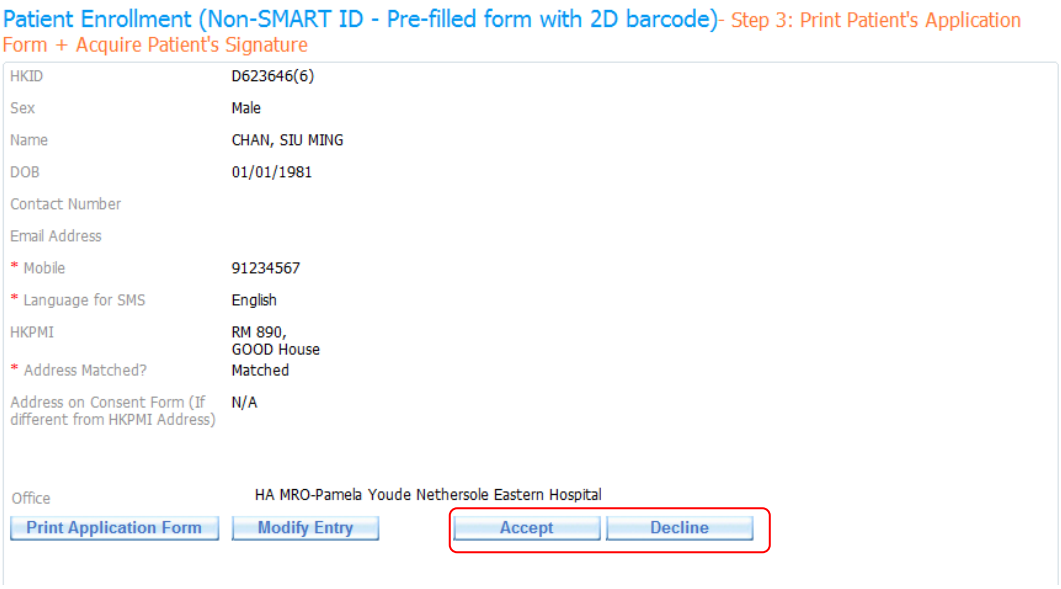
Click <Print Application Form> to print the application form, ask patient to tick the 'agree' box and sign the form for signature.


PDF Viewer - Windows Internet Explorer
公私營醫療合作 – 醫療病歷互聯試驗計劃
Public-Private Interface - Electronic Patient Record Sharing Pilot Project
(由香港特區政府推出的電子健康紀錄互通的試驗計劃 a pilot project under the HKSAR Government's electronic health records system)
申請表 Application Form (Non-SMART ID)
病人姓名 (中文) Name of Patient (Chinese)
陳 小 明
(英文) (English)
CHAN, SIU MING
香港身份證/出世紙 HKID /HKBC
D623646(6)
出生日期 (日/ 月/ 年) Date of Birth (D/ M/ Y)
01/01/1981
性別 Sex
男 Male
女 Female
聯絡電話號碼 Contact Number(s)
電郵地址 (如適用) E-mail Address (if available)
手機電話號碼 [用於接收電子病歷正被檢閱的手機短訊] Mobile Phone Number [to receive security SMS messages when Electronic Patient Records ("ePR") is accessed]
91234567
手機短訊語言選擇 SMS Language
中文 Chinese
英文 English
病人簽署 To be signed by patient:
本人已參閱及明白此申請表夾附的「申請須知」，同意參加試驗計劃及「申請須知」的條款。本人授權醫管局發放本人之電子醫療記錄予獲授權並已參加試驗計劃的私家醫生/其他醫療機構/服務提供者作醫療本人或其他相關的用途。
I have read and understood the "Points to Note" attached to this Application Form. I agree to participate in the Pilot Project and the terms set out in the Points to Note. I authorize HA to disclose my ePR to authorized private medical practitioners/other healthcare institutions/service providers participating in the Pilot Project for my healthcare and other related purposes.
本人要求更改本人在醫院管理局登記的住址如下 [就所需證明文件，請參閱「申請須知」第四點]：
I request to change my residential address recorded in Hospital Authority to [Please refer to Point 4 of "Points to Note" for the documentary proof required]:
病人簽署 Patient's Signature
日期 Date
05/12/2011
申請者簽署 (適用於有監護人或未滿十八歲的病人)
To be signed by applicant (legal guardian of patient or parent of patient under 18 years old):
Done
Local intranet | Protected Mode: Off
100%

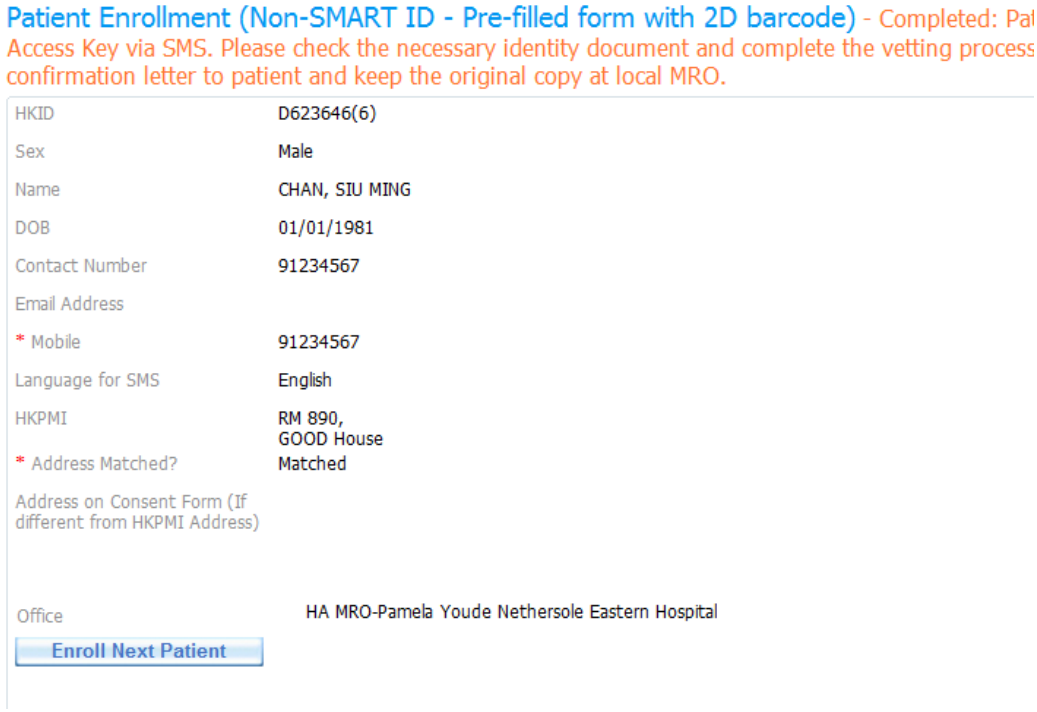
If any amendment is to be made on the form, click < Modify Entry > to update the information and reprint the form.



Click <Accept> if patient accept and sign the application form, or click <Decline> in case patient reject the application.

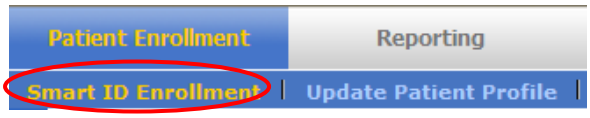

Patient Enrollment (Non-SMART ID - Pre-filled form with 2D barcode)- Step 3: Print Patient's Application Form + Acquire Patient's Signature
HKID D623646(6)
Sex Male
Name CHAN, SIU MING
DOB 01/01/1981
Contact Number
Email Address
* Mobile 91234567
* Language for SMS English
HKPMI RM 890, GOOD House
* Address Matched? Matched
Address on Consent Form (If different from HKPMI Address) N/A
Office HA MRO-Pamela Youde Nethersole Eastern Hospital
Print Application Form
Modify Entry
Accept
Decline

6. The following screen will be displayed upon successful enrollment. The patient will receive an 'Access Key' via a SMS message to his/her mobile phone. Upon completion of vetting, a letter of confirmation with detail information on the PPI-ePR system will be posted to the patient's registered address with the HA.

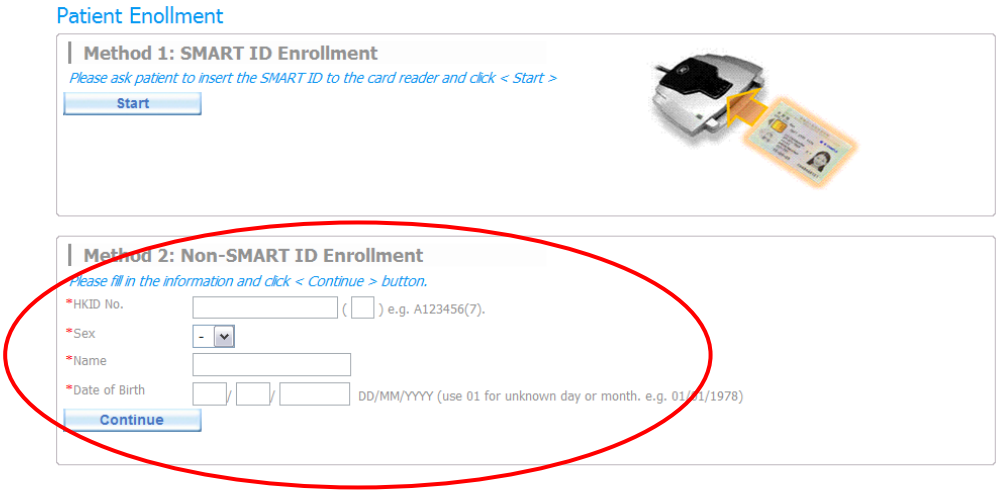

Patient Enrollment (Non-SMART ID - Pre-filled form with 2D barcode) - Completed: Pat
Access Key via SMS. Please check the necessary identity document and complete the vetting process
confirmation letter to patient and keep the original copy at local MRO.
HKID D623646(6)
Sex Male
Name CHAN, SIU MING
DOB 01/01/1981
Contact Number 91234567
Email Address
* Mobile 91234567
Language for SMS English
HKPMI RM 890, GOOD House
* Address Matched? Matched
Address on Consent Form (If different from HKPMI Address)
Office HA MRO-Pamela Youde Nethersole Eastern Hospital
Enroll Next Patient

5.1.3 Non-smart ID Enrollment with hand written consent form

1. Click <Patient Enrollment> on the Menu Bar. Click <Smart ID Enrollment> on the Sub-menu Bar.



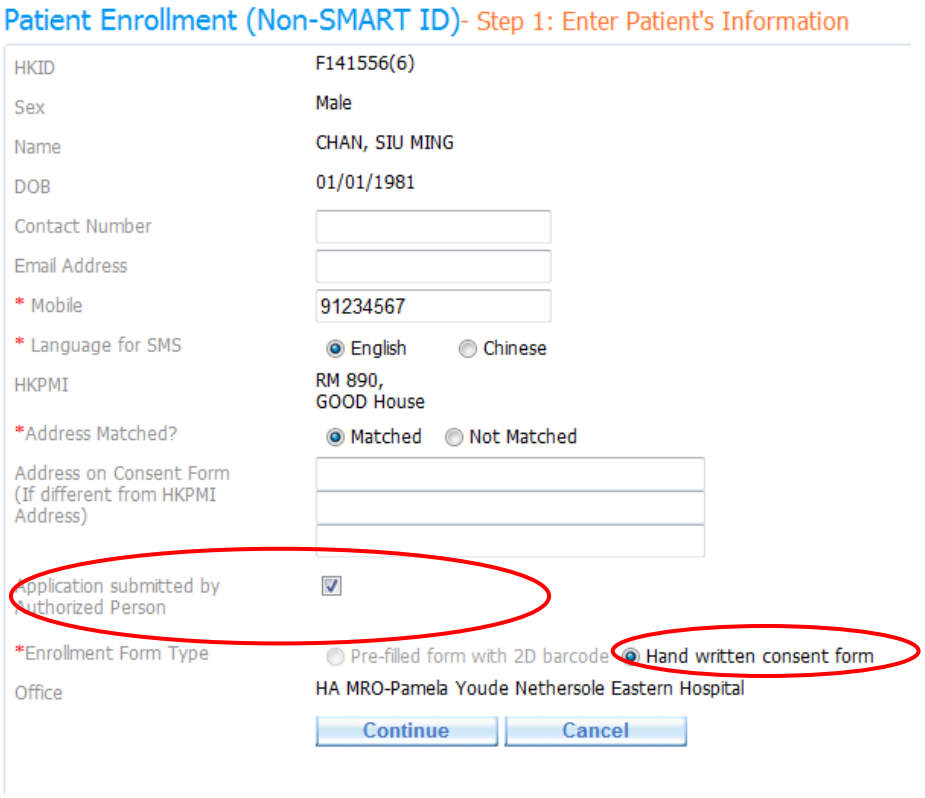
2. Enter the patient's HKID, Sex, Name and Date of Birth and click the <Next> button


Patient Enollment
Method 1: SMART ID Enrollment
Please ask patient to insert the SMART ID to the card reader and click < Start >
Start
Method 2: Non-SMART ID Enrollment
Please fill in the information and click < Continue > button.
*HKID No.
) e.g. A123456(7).
*Sex
*Name
*Date of Birth
DD/MM/YYYY (use 01 for unknown day or month. e.g. 01/01/1978)
Continue

3. If the system finds a complete match of an existing HA patient, the following Patient Enrolment page will be displayed. Complete the details on the patient. Fields with an asterisk (*) must be completed and cannot be left blank.

   If the application is submitted by Authorized Person, check the "Application submitted by Authorized Person" check box, otherwise, leave the check box unchecked and proceed to select "Hand written consent form".

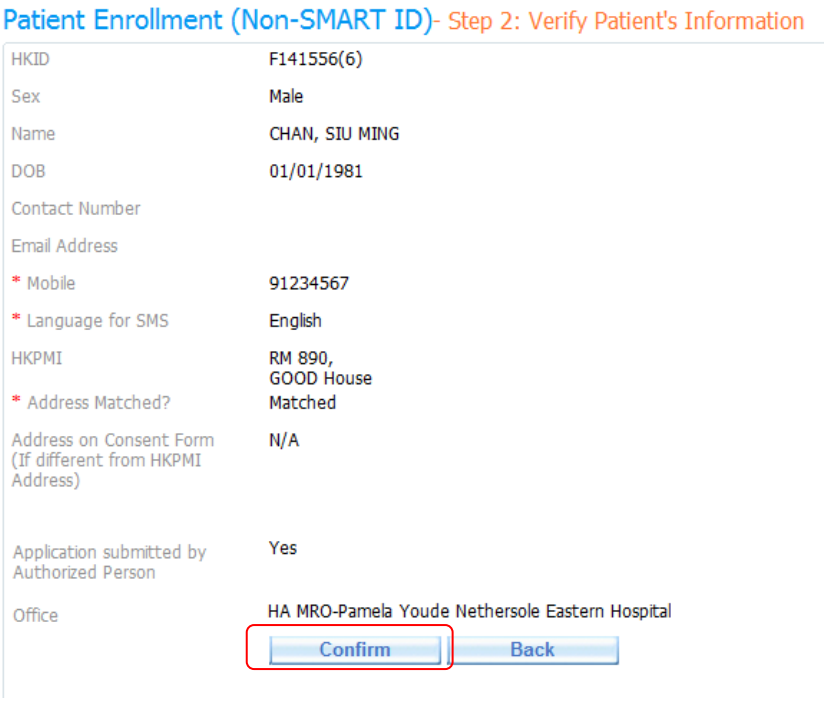
   If the check box is checked, the Enrollment Form Type "Hand written consent form" is automatically selected and the Pre-filled form with 2D barcode is disabled.



Click <Continue> to verify patient information or <Cancel> to cancel enrollment without saving.

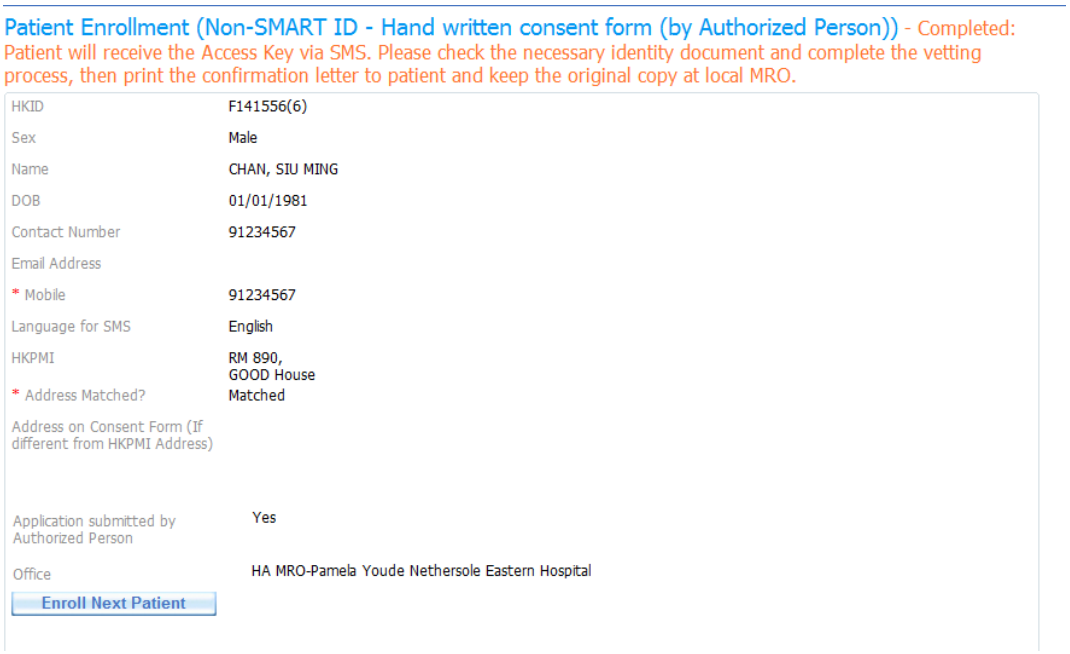
4. *Important Notes on Patient's Addres*

Please compare the <HKPMI Address> displayed on the screen with the patient's reported address. If the patient reports a different address from the one displayed, please advise the patient that his/her registered address with the Hospital Authority (HKPMI address) will be used for all official correspondence from the HA to the patient regarding the PPI-ePR system. If the patient intends to update the address, he/she should provide address proof for this address and authorises the HA to update his/her registered address with the HA.



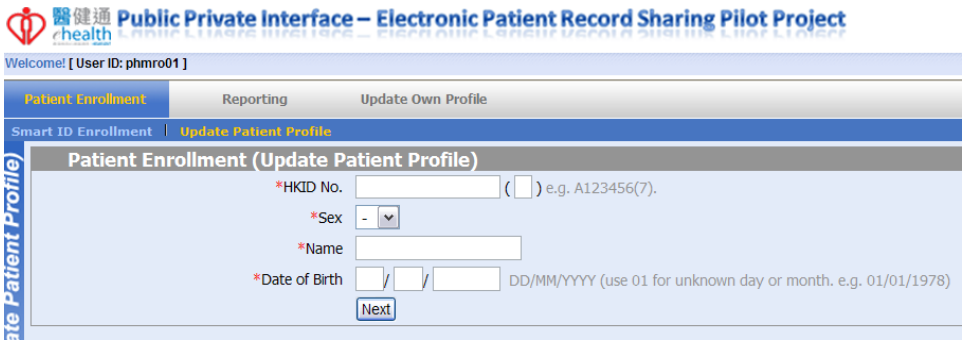
Click <Confirm> to save changes or <Back> to return to the previous screen to update patient information.

5. The following screen will be displayed upon successful enrollment. The patient will receive an 'Access Key' via a SMS message to his/her mobile phone. Upon completion of vetting, a letter of confirmation with detail information on the PPI-ePR system will be posted to the patient's registered address with the HA.



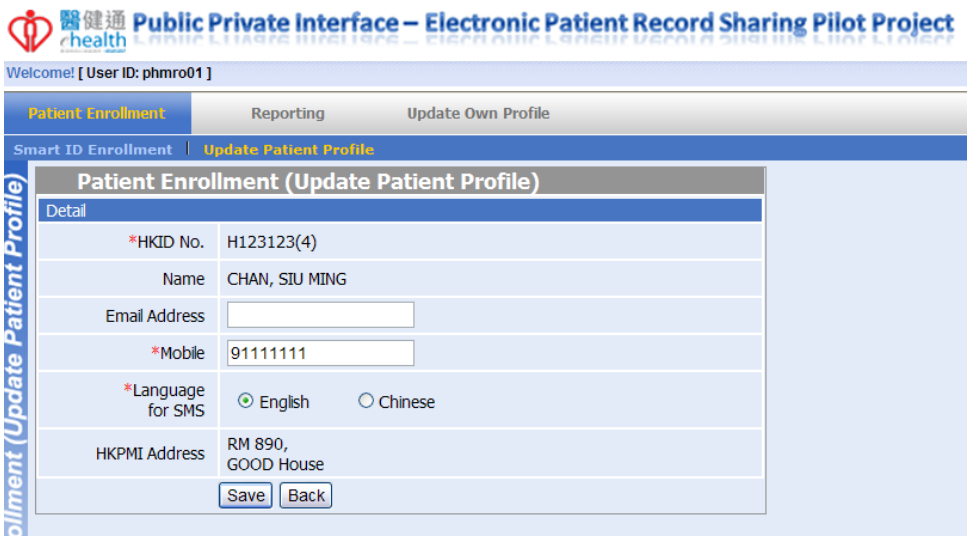
5.1.4 Update Patient's personal information

1. Click <Patient Enrolment>, then click <Update Patient Profile>.



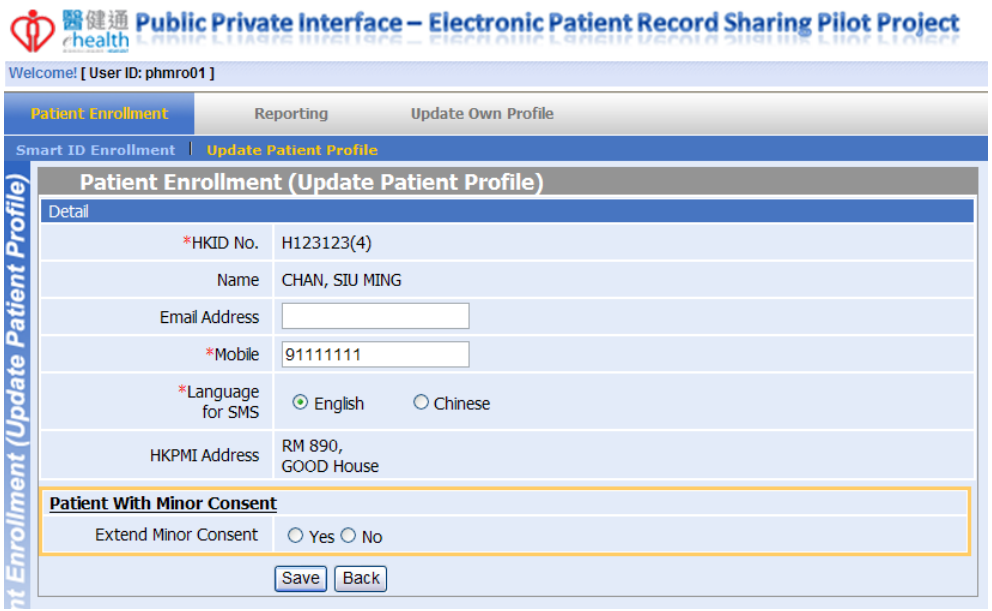
2. Enter the patient's HKID No, Sex, Name & Date of Birth and click the <Next> button.

3. If the entered information is correct, the following page will be displayed and you can update the patient's information as required.



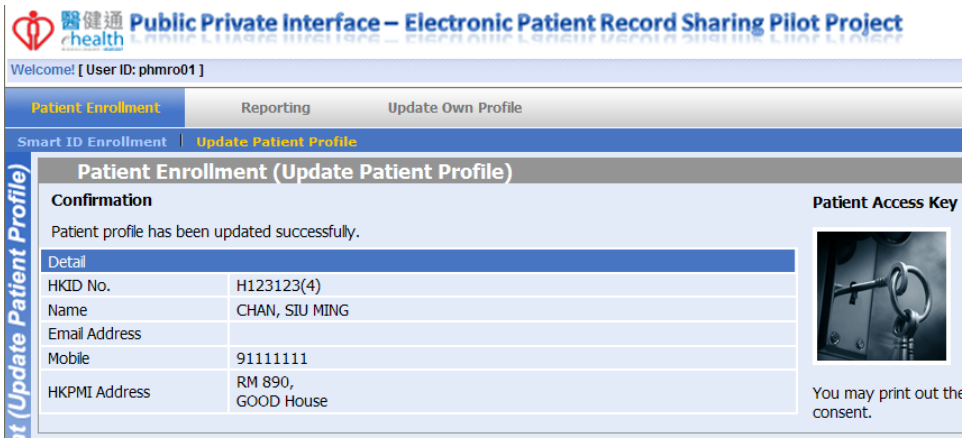
For patients enrolled to PPI-ePR at the time under 18 years of age (minor consent), they are required to re-submit application upon reaching 18.

With the minor consent case patients, the following page will be displayed and click <Yes> to extend the minor consent case. New Access Key will be sent to the patient's mobile phone immediately via a SMS message.



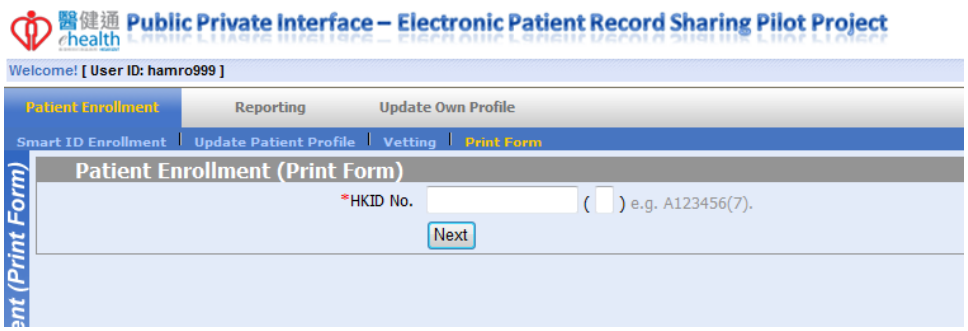
Click <Save> to save changes made and <Back> to return to the previous screen without saving.

4. The following screen will be displayed upon successful update of the changes.

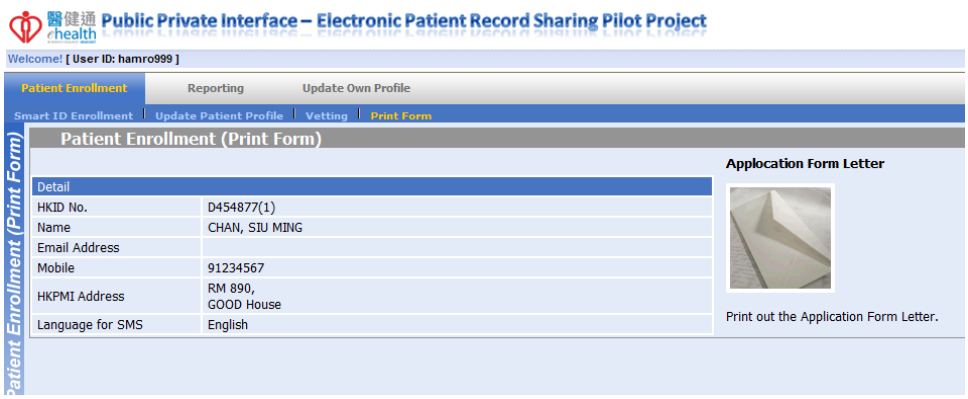

Public Private Interface – Electronic Patient Record Sharing Pilot Project
Welcome! [User ID: phmro01]
Patient Enrollment
Reporting
Update Own Profile
Smart ID Enrollment | Update Patient Profile
Patient Enrollment (Update Patient Profile)
Confirmation
Patient profile has been updated successfully.
Detail
HKID No. H123123(4)
Name CHAN, SIU MING
Email Address
Mobile 91111111
HKPMI Address RM 890, GOOD House
Patient Access Key
You may print out the consent.

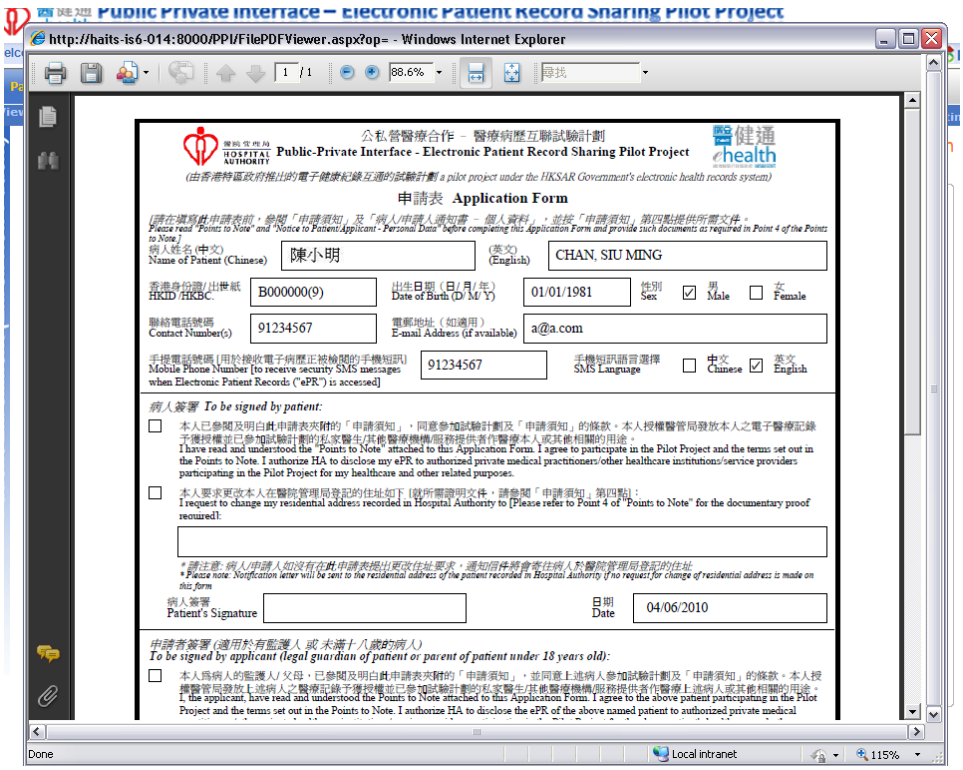
5.1.5 Reprint consent form function

1. Click <Patient Enrolment>, then click <Print Form>.


Public Private Interface – Electronic Patient Record Sharing Pilot Project
Welcome! [User ID: hamro999]
Patient Enrollment
Reporting
Update Own Profile
Smart ID Enrollment | Update Patient Profile | Vetting | Print Form
Patient Enrollment (Print Form)
*HKID No. ( ) e.g. A123456(7).
Next

2. Enter the patient's HKID No and click the <Next> button.
3. If the entered information is correct, the following page will be displayed and a pop up Application Form is shown. (Only for the Unvetted Patient enrolled by the same user and the enrolment method is either SmartID or 2D Barcode)


Public Private Interface – Electronic Patient Record Sharing Pilot Project
Welcome! [User ID: hamro999]
Patient Enrollment
Reporting
Update Own Profile
Smart ID Enrollment | Update Patient Profile | Vetting | Print Form
Patient Enrollment (Print Form)
Detail
HKID No. D454877(1)
Name CHAN, SIU MING
Email Address
Mobile 91234567
HKPMI Address RM 890, GOOD House
Language for SMS English
Application Form Letter
Print out the Application Form Letter.

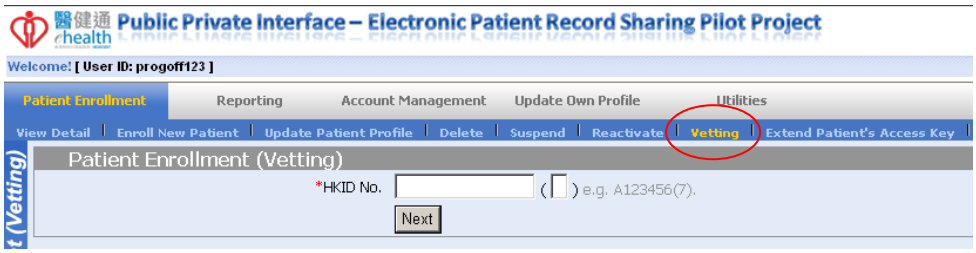

Public Private Interface – Electronic Patient Record Sharing Pilot Project
http://haits-is6-014:8000/PPI/FilePDFViewer.aspx?op= - Windows Internet Explorer
公私營醫療合作 – 醫療病歷互聯試驗計劃
Public-Private Interface - Electronic Patient Record Sharing Pilot Project
(由香港特區政府推出的電子健康紀錄互通的試驗計劃 a pilot project under the HKSAR Government's electronic health records system)
申請表 Application Form
病人姓名 (中文) Name of Patient (Chinese)
陳小明
(英文) (English)
CHAN, SIU MING
香港身份證/出世紙 HKID /HKBC
B000000(9)
出生日期 (日/月/年) Date of Birth (D/ M/ Y)
01/01/1981
性別 Sex
男 Male
女 Female
聯絡電話號碼 Contact Number(s)
91234567
電郵地址 (如適用) E-mail Address (if available)
a@a.com
手提電話號碼 [用於接收電子病歷正被檢閱的手機短訊] Mobile Phone Number [to receive security SMS messages when Electronic Patient Records ("ePR") is accessed]
91234567
手機短訊語言選擇 SMS Language
中文 Chinese
英文 English
病人簽署 To be signed by patient:
本人已參閱及明白此申請表夾附的「申請須知」，同意參加試驗計劃及「申請須知」的條款。本人授權醫管局發放本人之電子醫療記錄予獲授權並已參加試驗計劃的私家醫生/其他醫療機構/服務提供者作醫療本人或其他相關的用途。
I have read and understood the "Points to Note" attached to this Application Form. I agree to participate in the Pilot Project and the terms set out in the Points to Note. I authorize HA to disclose my ePR to authorized private medical practitioners/other healthcare institutions/service providers participating in the Pilot Project for my healthcare and other related purposes.
本人要求更改本人在醫院管理局登記的住址如下 [如所需證明文件，請參閱「申請須知」第四點]：
I request to change my residential address recorded in Hospital Authority to [Please refer to Point 4 of "Points to Note" for the documentary proof required]:
*請注意: 病人/申請人如沒有在此申請表提出更改住址要求，通知信件將會寄往病人於醫院管理局登記的住址
*Please note: Notification letter will be sent to the residential address of the patient recorded in Hospital Authority if no request for change of residential address is made on this form
病人簽署 Patient's Signature
日期 Date
04/06/2010
申請者簽署 (適用於有監護人或未滿十八歲的病人)
To be signed by applicant (legal guardian of patient or parent of patient under 18 years old):
本人爲病人的監護人/父母，已參閱及明白此申請表夾附的「申請須知」，並同意上述病人參加試驗計劃及「申請須知」的條款。本人授權醫管局發放上述病人之醫療記錄予獲授權並已參加試驗計劃的私家醫生/其他醫療機構/服務提供者作醫療上述病人或其他相關的用途。
I, the applicant, have read and understood the Points to Note attached to this Application Form. I agree to the above patient participating in the Pilot Project and the terms set out in the Points to Note. I authorize HA to disclose the ePR of the above named patient to authorized private medical
Done
Local intranet
115%

6.Patient Vetting

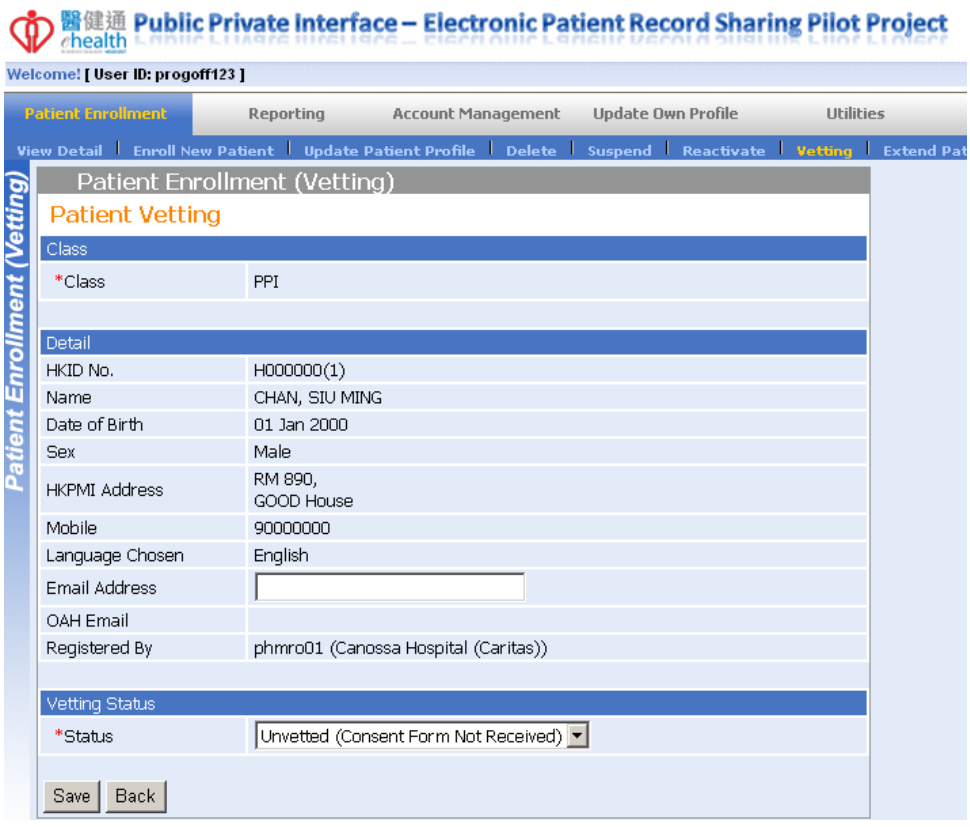
This function allows MRO to ensure that each registered patient has completed a consent form and that the patient's registered address aligns with the address recorded in HKPMI. Before the patient's enrollment or approval for minor consent is confirmed via this vetting function, the Patient's Access Key is only valid for two weeks. Once the enrollment is confirmed, the Patient's Access Key becomes a permanent key and can be used until the patient's key is deleted, suspended or regenerated on patient's requests.

6.1 Patient Vetting

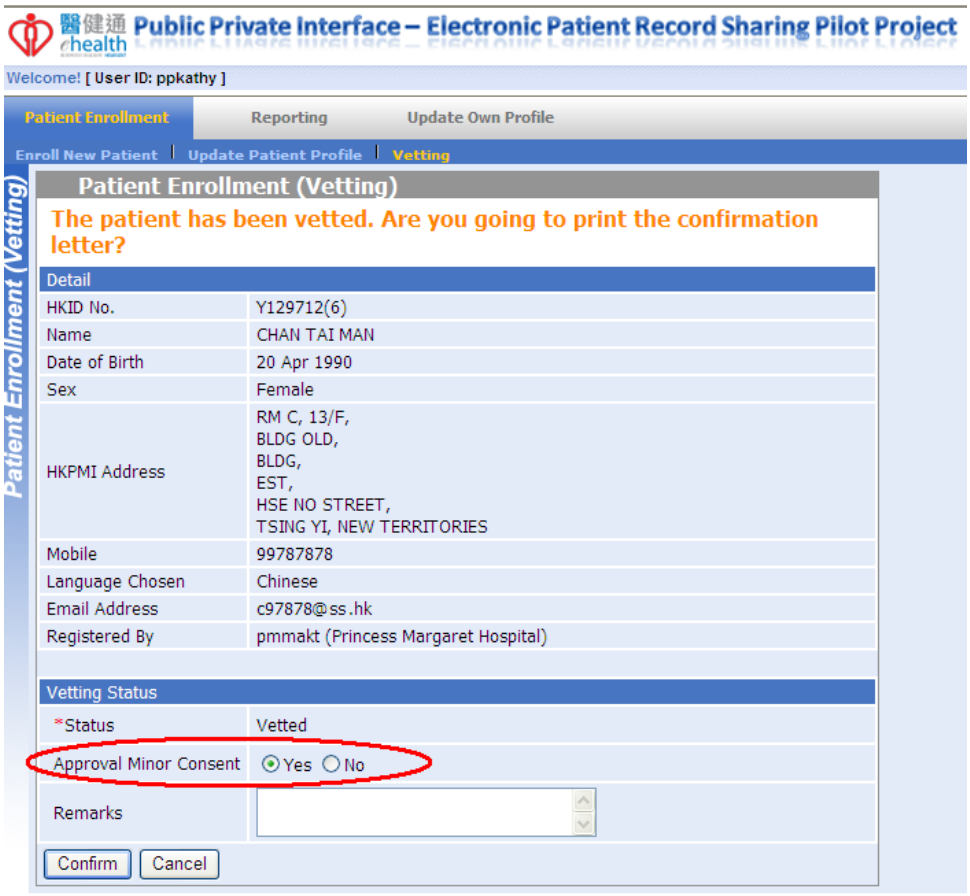
1. Click <Patient Enrollment> on the Menu Bar, and then click <Vetting> on the Sub-menu bar. Enter the patient's HKID number and click <Next> to proceed.


Public Private Interface – Electronic Patient Record Sharing Pilot Project
Welcome! [User ID: progoff123]
Patient Enrollment
Reporting
Account Management
Update Own Profile
Utilities
View Detail | Enroll New Patient | Update Patient Profile | Delete | Suspend | Reactivate | Vetting | Extend Patient's Access Key
Patient Enrollment (Vetting)
*HKID No.
( ) e.g. A123456(7).
Next

2. The patient's information with the current 'vetting status' will be displayed for verification.

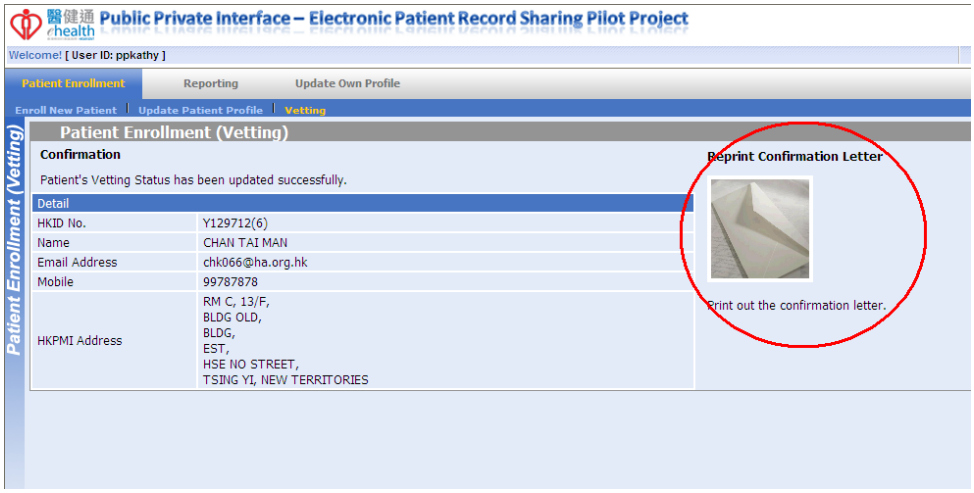


With the minor consent case patients, the following page will be displayed and click <Yes> to approve the minor consent case.



Click <Save> to save the changes or <Back> to return to the previous page without saving the changes.

3. If the patient's enrollment or approval for minor consent is confirmed, the following page will be displayed. Click the 'Print Letter' icon to print the confirmation letter to be sent to the patient.



4. The following is the sample of the printed letter to inform the patient that his/her enrollment with the program is confirmed. The patient's access key is printed on the letter for the patient's record but his/her HKID number will **NOT** be printed on the same letter due to security reason.

PatientEnrollmentConfirmLtr - Microsoft Internet Explorer
XXX
RM XXX, BLK X,
XXX Building
Date: 08/03/2006
Enrollment to the "Public-Private - Electronic Pateint Record Sharing Pilot Project"
"公私營醫療合作 - 醫療病歷互聯試驗計劃" 通知書
This is a confimation letter on your enrollment to the "Public-Private Interface - Electronic Patient Record Sharing Pilot Project". Your access key is shown below.
此乃確定你已登記"公私營醫療合作 - 醫療病歷互聯試驗計劃"的通知信。你的保安編碼爲:
Name 姓名: XXX
Access Key 保安編碼: 86445823
Public-Private Interface - Electronic Patient Record Sharing Pilot Project allows you to share your electronic patient record from the Hospital Authority with authorised private medical doctors by providing them with your Access Key.
Please exercise reasonable care in keeping the Access Key in secrecy, and do not knowingly or accidentally share, provide or facilitate unauthorised use of it. If you think your Access Key has been disclosed o a third party, is lost or stolen and unauthorised access may have been conducted, please inform the Program Office immediately.
透過本計劃, 你可讓經授權之私家醫生查閱你於醫院管理局轄下醫院所載的個人病歷, 唯需提供你的保安編碼。
請請採取適當的措施保管你的保安編碼。請勿蓄意或在意外的情況下讓他人得知保安編碼、提供或促使未經授權的使用。如果你認爲你的保安編碼已經洩露給第三者、遺失或被盜取而可能被未經授權者使用, 請立刻通知計劃辦事處。
If you have any enquiries, please contact the Program Office:
Tel: 2300-6654
Email: ppi.epr@ha.org.hk
如有任何查詢, 請聯絡計劃辦事處:
電話: 2300-6654
電郵: ppi.epr@ha.org.hk
Done
Local intranet

7.Reporting

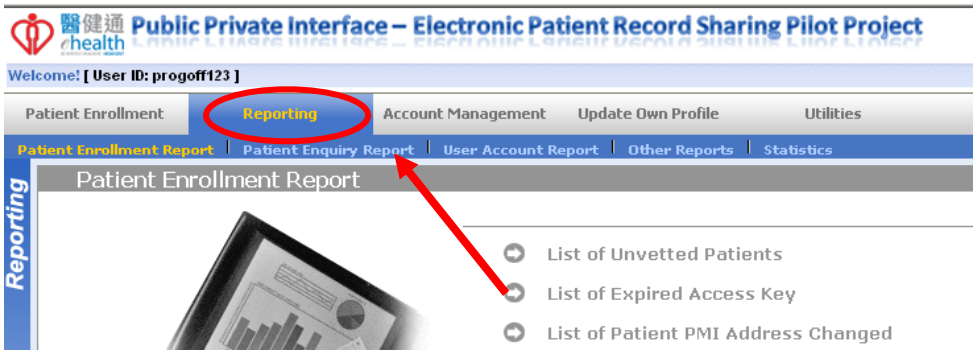
A number of reports are available to you for monitoring of exceptions or to facilitate regular auditing on the usage of the system. The types of reports available to you will depend on the access rights assigned to your account by your system administrator. Please contact your system administrator or the Hospital Authority PPI-ePR Program Office if you found that you need some of the reports which are not available to you.

The patient's or user's HKID number, name, address and other personal details will be listed on some reports. These reports will be marked 'Confidential' and you must secure these reports areas:

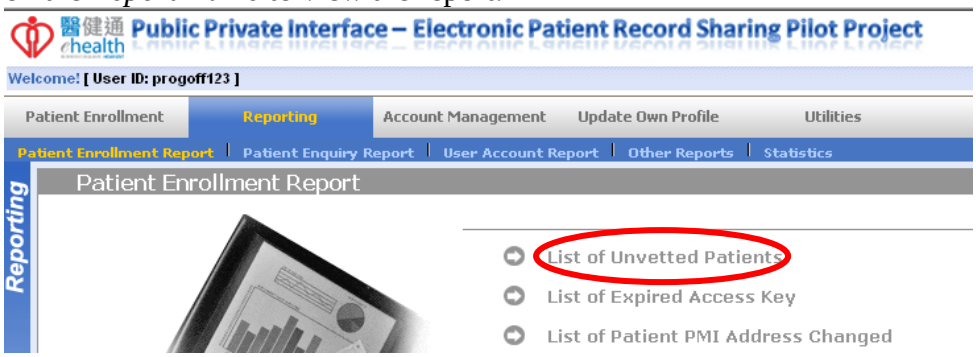
1. **Do not** print these reports unless it is absolutely required.
2. **Do** not leave the hard copy of these reports in areas which can be accessed by people who do not have the rights to view these reports.
3. **Do** lock away these reports securely if they are to be retained for filing / record purposes
4. **Do** dispose of unwanted print-outs properly in an appropriate manner (shredding, incineration, etc).
5. **Never** dispose these reports into rubbish bins with other waste paper.

7.1 View Report List

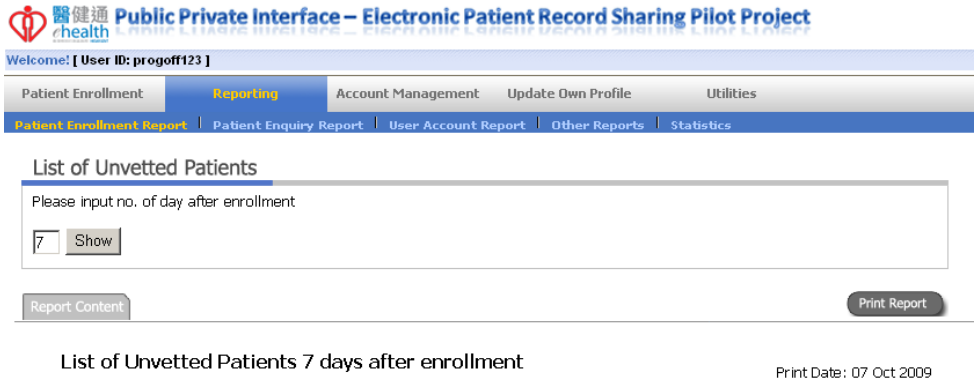
1. Click <Reporting> on the Menu Bar and the *Report Types* on the Sub-menu Bar.



2. A list of reports belonging to the selected group will be displayed. Click on the *Report Name* to view the report.



3. The selected report will be displayed. Click on the <Print Report> button to print the report.



7.2 Patient Enrollment Reports

This group of reports relate to patient enrollment status to facilitate follow up actions required.

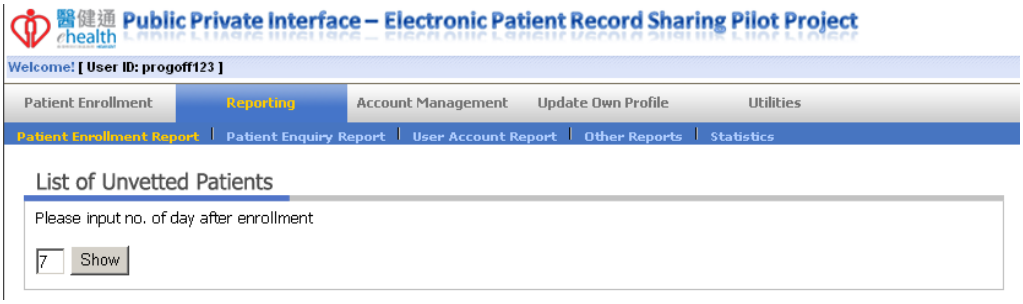
7.2.1 List of Unvetted Patients

7.2.1.1 Purpose of report

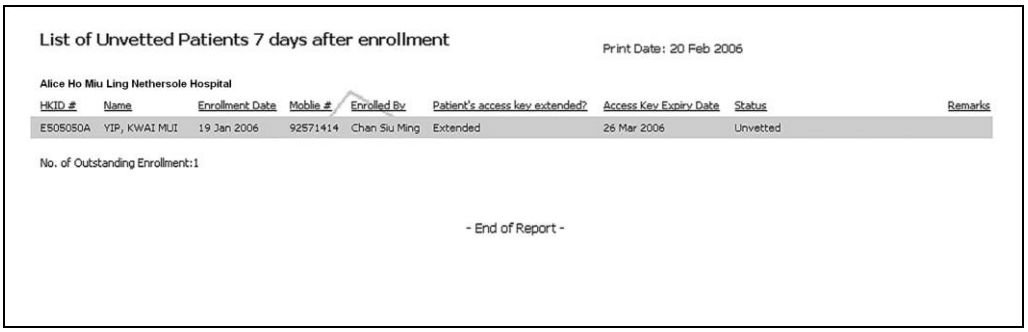
This <List of Unvetted Patients> provides the list of patients who have enrolled in the PPI-ePR program but the MRO has not completed vetting of their enrollment. The Patient's Access Key will remain as a temporary key until the patient's enrollment status become 'Vetted'.

7.2.1.2 Input Criteria

Input the *number of days after enrollment* and all patients who have enrolled for the input number of days will be listed. Click <Show> to view report.



7.2.1.3 Report Layout



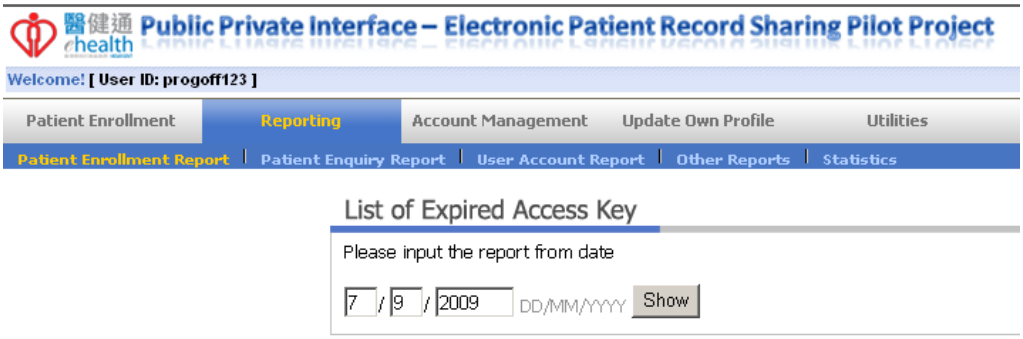
7.2.2 List of Expired Access Key

7.2.2.1 Purpose of report

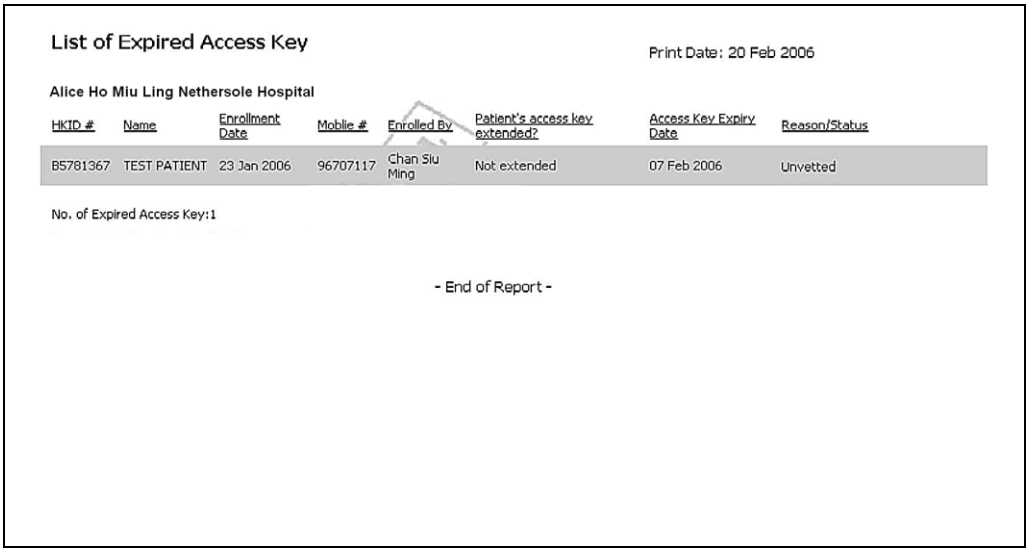
The <List of Expired Access Key> lists the patients whose Access Keys have expired.

7.2.2.2 Input Criteria

Input the *report from date* and all patients whose keys have expired in the period between the input date and today will be listed. Click <Show> to view report.



7.2.2.3 Report Layout


List of Expired Access Key

Print Date: 20 Feb 2006

Alice Ho Miu Ling Nethersole Hospital

HKID #	Name	Enrollment Date	Moblie #	Enrolled By	Patient's access key extended?	Access Key Expiry Date	Reason/Status
B5781367	TEST PATIENT	23 Jan 2006	96707117	Chan Siu Ming	Not extended	07 Feb 2006	Unvetted

No. of Expired Access Key:1

- End of Report -

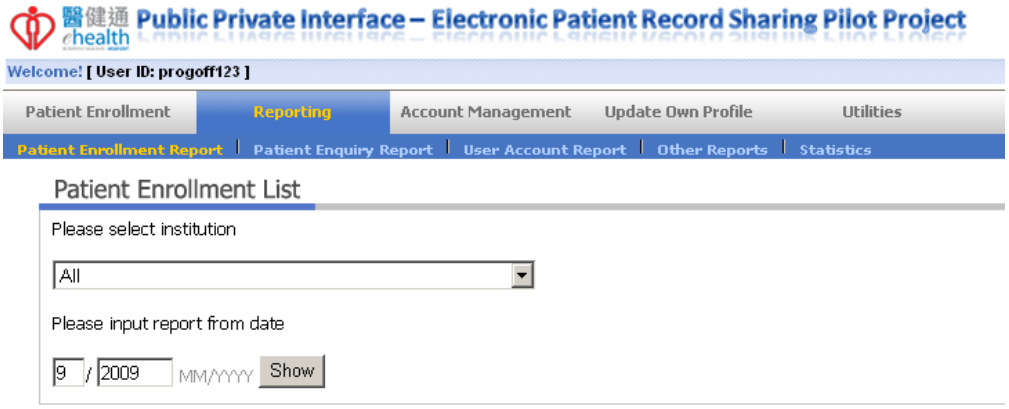
7.2.3 Patient Enrollment List

7.2.3.1 Purpose of report

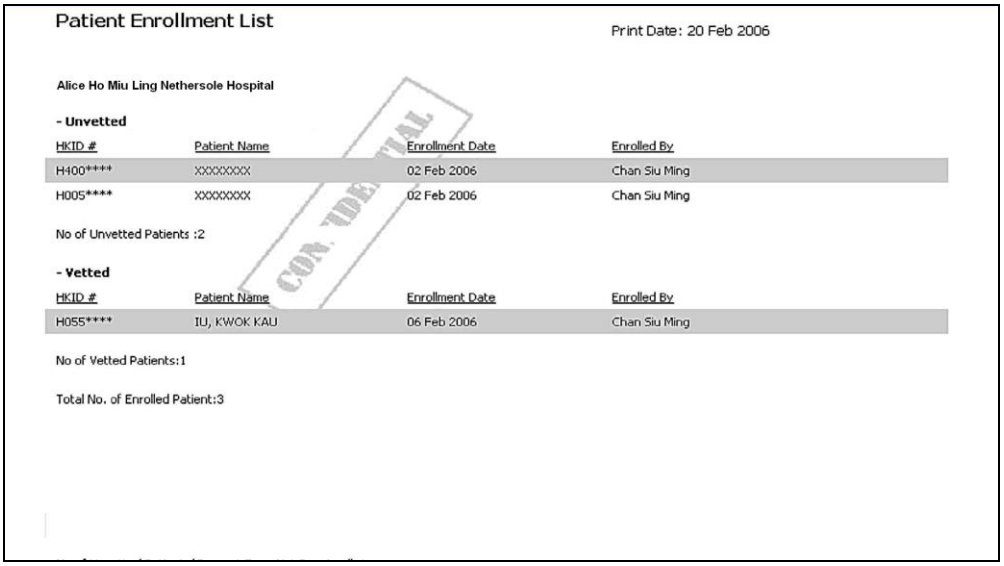
This report will list all patients enrolled in the PPI-ePR program, grouped by the institutions which carried out the enrollment and the vetting statuses of the patients.

7.2.3.2 Input Criteria

Input the *institution* which enrolled the patients and the *report from date* and all patients who were enrolled by the selected institutions and enrolled between the period from the input date to today will be listed. Click <Show> to view report.



7.2.3.3 Report Layout



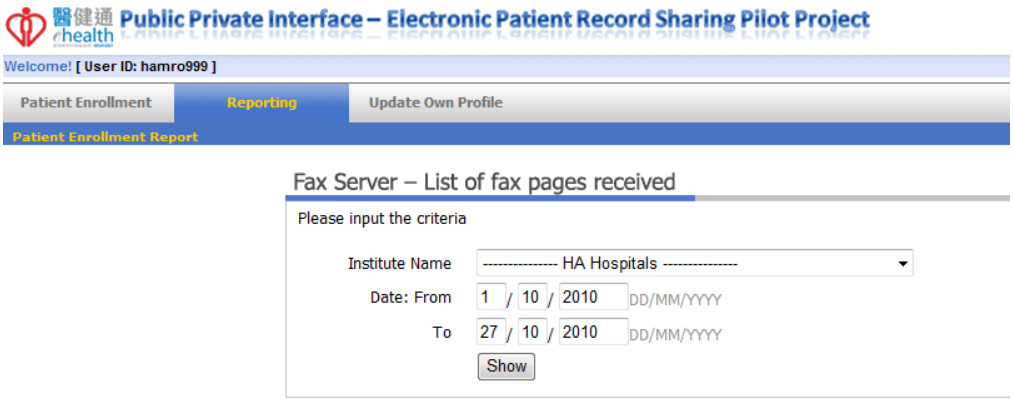
7.2.4 Fax Server - List of fax pages received

7.2.4.1 Purpose of report

This report will list all the fax pages received by different institution.

7.2.4.2 Input Criteria

Input the *institute name* which the fax pages received and the *from date* and *to date* for the fax pages received within the period of this day range will be listed. Click <Show> to view report.



7.2.4.3 Report Layout

Fax Server – List of fax pages received

Print Date: 27 Oct 2010

Tuen Mun Hospital

Recevie Datetime	Page Received Count
27/04/2010 16:53:10	1
28/04/2010 15:06:42	1
28/04/2010 15:08:46	1
28/04/2010 17:05:43	1
28/04/2010 17:06:46	1
29/04/2010 09:59:31	1
29/04/2010 12:01:50	1
29/04/2010 12:03:55	1
30/04/2010 11:19:10	1

No. of Records:9

- End of Report -

Each batch of fax-in documents should include at least 1 page with 2D barcode in order to show the correct institution name and no. of page received.